



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, parnaple centre, 137 Rooke Street, Devonport on Monday 28 September 2020, commencing at 5:30pm.

The meeting will be open to registered members of the public and live streamed from 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.

Matthew Atkins
GENERAL MANAGER

23/09/2020

October 2020

Meeting	Date	Commencement Time
Ordinary Council	26 October 2020	5:30pm

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF THE DEVONPORT CITY COUNCIL
HELD ON MONDAY 28 SEPTEMBER 2020, IN THE ABERDEEN ROOM, LEVEL 2, paranable
centre, 137 ROOKE STREET, DEVONPORT COMMENCING AT 5:30PM**

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ATTENDEES

		Apology
Chair	Cr A Rockliff (Mayor)	
	Cr A Jarman (Deputy Mayor)	
	Cr J Alexiou	
	Cr G Enniss	
	Cr P Hollister	
	Cr L Laycock	
	Cr S Milbourne	
	Cr L Murphy	
	Cr L 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 Digital Recording Policy. The digital recording of this meeting will be made available to the public on Council's website for a minimum period of six months. 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 APOLOGIES**2 DECLARATIONS OF INTEREST**

3 PROCEDURAL

3.1 CONFIRMATION OF MINUTES

3.1.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 24 AUGUST 2020

RECOMMENDATION

That the minutes of the Council meeting held on 24 August 2020, as previously circulated be confirmed.

3.2 PUBLIC QUESTION TIME

PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 153/19 refers):

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

3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS

Author: **Matthew Atkins, General Manager**

There were no questions from the 24 August 2020 Council meeting that required a written response.

3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

Mr Chris Mills – 52 Caroline Street, East Devonport.

A question on notice received from Mr C Mills received 16 September 2020, is **reproduced as attachment 1.**

Q1 Blocks adjacent to my home were the subject of a Bush Fire Assessment Plan in 2018, and given a BAL rating of 12.5. Council's recent ill advised 'landscaping' invalidates that rating.

Does the member of Staff responsible for creating this fire risk hold a qualification as a TASFIRE certified and accredited B.F. Hazard Practitioner ?

Response

No, they do not have the qualification.

Q2 With summer coming on, will the Coordinator of Parks & Reserves now urgently clear the site of the woodchips and the flammable shrubs that the Dept of Infrastructure & Works have put there, and replace with plants of low flammability and cropped lawns.

Response

No, Council does not intend to undertake the suggested work.

Mr Malcolm Gardam – 4 Beaumont Drive, Miandetta.

A question on notice received from Mr M Gardam received 20 September 2020, is **reproduced as attachment 2.**

Q1 Will council please confirm the residual loan amount as at 30 June 2020 for each of the Living City property purchases and specifically 17 Fenton Way and 20-26 Best Street?

Response

The value of Council's outstanding debt as of 30 June 2020 is \$50.016m and as previously advised this debt is currently accessed through one loan facility, consisting of two components. As previously advised, the following percentages are used to distribute a portion of the debt against specific cost centres. These percentages have not changed from the previous advice provided to you.

Component One – Refinanced Debt \$17.5M:

Development	Percentage of Facility
LIVING CITY properties	55% (17 Fenton Way 24.5%; 20-26 Best Street 21.5%; King Street 9%)
Aquatic Centre Redevelopment	17%
Formby Road and Bluff Plaza	13%
Surf Club Development	11%
Maritime Museum Redevelopment	4%

Component two has a balance of \$32.516m at 30 June 2020 and relates entirely to LIVING CITY Stage 1.

As you have noted in your preamble, at different times these amounts have been analysed and assessed in different ways in an attempt to answer your specific questions. Your preamble to these most current questions incorrectly draws conclusions between questions and answers relating to different loans.

Q2 On Page 8 of the 24 August meeting Agenda the following question and response is recorded:

- Q6** a) Will Council please provide a full list of the properties comprising the CBD Properties component of the "Property Management cost centre"?

Response

The Property Management cost centre in Councils finance system currently includes the following properties:

17 Fenton Way
21 Oldaker Street
6-10 Steele Street
62 Stewart Street
64 Stewart Street
45-47 Stewart Street
92 Formby Road

Noting that the property at 20-26 Best Street (former Harris Scarfe site) is missing from the list will Council please advise how that particular loan is now, or has been, accounted for?

Response

Council's debt is apportioned as per the percentages outlined in the response to question 1 above. The allocation against LIVING CITY includes consideration of the purchase of 20-26 Best Street.

- Q3** With reference to Q2 above (and noting, as previously advised, that projected loan principal repayments are identified in the Long Term Financial Plan but exclude any additional repayments that Council may choose to make if surplus cash is available) and assuming the residual \$4m outstanding loan, previously confirmed as being the loan amount as at the 30 November 2018, has since been paid down in full and not as a percentage reduction of the consolidated loan amount as previously advised, then when was this loan principal repayment(s) specific to 20-26 Best Street approved by Council?

Response

The assumption within this question are incorrect. Refer to answers above for questions 1 and 2

- Q4** Will Council please advise as to the value of the new waterfront park Elevated Walkway (complete including service lifts) as included on the Head Contractor's Progress Claim form and used for the purpose of progress claims?

Response

The Schedule Value as identified on the Head Contractor's Progress Claim forms is as follows:

Elevated Walkway, including in-ground works & services: \$2,851,097.03

Lifts & Lift Shafts: \$549,383.52

Q5 Will Council please advise as to the value of the new waterfront park Access Road (Service Road) complete as included on the Head Contractor's Progress Claim form and used for the purpose of progress claims?

Response

The access road is not itemised on the progress claim

Q6 Almost nine (9) months after Council took over direct management of the individual Providore Place tenancies; will Council confirm that Southern Wild Distillery, as the only original tenant, now has a signed lease agreement that is a fully commercial arrangement delivering comparable market rents plus rates and outgoings?

Response

Following the resumption of direct management by Council, all existing tenants of Providore Place were provided with direction regarding holding-over terms and the need to enter into new lease agreements directly with Council.

Since this time, and in response to the COVID-19 Pandemic, the National Cabinet (subsequently given effect by State legislation) established a range of relief and protective mechanisms for commercial tenants. Council's negotiation with all commercial tenants has been undertaken in accordance with these provisions.

Council has not executed a new lease agreement with Southern Wild Distillery.

Q7 Will Council confirm that Pinctada Kitchen has a signed lease agreement that is a fully commercial arrangement delivering comparable market rent plus rates and outgoings?

Response

The lease agreement terms approved by Council for Tenancy 1 at Providore Place accords with the template lease agreement for all tenancies at this facility, and was accompanied by independent valuation advice when considered by Council.

Q8 Will Council confirm that the soon to open Ola Food and Bar has a signed lease agreement that is a fully commercial arrangement delivering comparable market rent plus rates and outgoings?

Response

Following the departure of the former tenant, Tenancy 2 at Providore Place is being occupied on a short-term hire agreement basis while the premises is being actively marketed by Council's agents. A long-term lease agreement has not been executed for this premises between Council and Ola Food & Bar.

Q9 Is Council either directly or indirectly paying or contributing to the costs of cleaning the external glass surfaces to Providore Place?

Response

Cleaning of occupied premises is the responsibility of the respective tenant. Council is responsible for maintaining vacant tenancy and other common areas, with these services coordinated by our appointed commercial property manager.

Mr Bob Vellacott – 11 Cocker Place, Devonport.

A question on notice received from Mr B Vellacott received 21 September 2020, is reproduced as attachment 3.

Q1 It was reported in The Advocate of 14 Sept 2020 that Mr Hussein Tas, the owner of Ola the new food and bar venue at Devonport's Providore Place, said the venue "has had some rocky beginnings and it has been on everyone's tongue as far as deals and all things that happened" .Will Council assure ratepayers, in particular those with similar businesses, that he will be competing against, that no commercial in confidence (secret) "deal" or agreement has been done with Mr. Tas?

Response

Council is yet to enter into any lease agreements with Mr Tas. The occupation of Tenancy 2 as Ola Food & Wine is on the basis of a short-term hire agreement while the premises is being actively marketed by Council's agents.

Q2 Will Council confirm that from the outset there will be no subsidisation, in any way whatsoever, in regard to fit outs, rent, rates and services at Ola Food and Bar because the lease agreement complies in all respects with the requirements of the National Competition Policy, COAG and The State Economic Regulator?

Response

All Council-owned premises will be leased in accordance current market opportunities and Council's Commercial Leasing Policy, and related legislative requirements.

Q3 If Council and Mr Hussein Tas (Ola Food and Bar) have a commercial in confidence lease agreement who insisted that it was indeed necessary or required ?

Response

Council and Mr Tas have not entered into a lease agreement.

Q4 So as to prove that council is making an effort to show transparency and prevent a repeat of the shemozzle, rumours and innuendo that has plagued Providore place since its inception will council, if the lease agreement with Mr Tas is not a secret "deal", allow it to be viewed by business owners with whom he will be in competition?

Response

Council and Mr Tas have not entered into a lease agreement.

Q5 Will council please inform as to whether or not the current Southern Wild Distillery lease agreement is classified as being commercial in confidence?

Response

Council has not executed a lease agreement directly with Southern Wild Distillery.

Q6 Are there, in connection with Providore Place any outstanding issue, with past or existing tenants, in regard to payment of rent rates and services?

Response

An identical question was submitted on notice by yourself to Council's meeting last month and a response provided at that time.

Q7 Would you Mayor, Councillors and Senior Management consider it a fair and reasonable notion that ratepayers expect Council should not, as a matter of principle be entering into lease agreements which are commercial in confidence?

Response

Council's approach to lease agreements is outlined in its commercial lease policy

ATTACHMENTS

1. Questions on Notice - Council Meeting 28 September 2020 - C Mills [**3.2.2.1** - 2 pages]
2. Questions on Notice - Council Meeting - 28 September 2020 - Malcolm Gardam [**3.2.2.2** - 3 pages]
3. Questions on Notice - Council Meeting 28 September 2020 - Bob Vellacott [**3.2.2.3** - 1 page]

RECOMMENDATION

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

3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

3.3 QUESTIONS ON NOTICE FROM COUNCILLORS

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

4 PLANNING AUTHORITY MATTERS

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

5 REPORTS

5.1 INCORPORATION OF SECTION OF CROWN LAND INTO ROAD CORRIDOR - BLUFF ACCESS ROAD

Author: **Claire Jordan, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards

SUMMARY

Council requires a portion of Crown land, located within the leased area of the Mersey Bluff Caravan Park, for the purposes of road widening, due to proposed traffic and pedestrian improvement works to be undertaken in the area. This section of Crown land will be incorporated into the road reserve of Bluff Access Road. The area required is 58.56m².



BACKGROUND

Council, in planning for pedestrian and traffic improvement works, identified that a portion of Crown land would require acquisition to allow for road widening provisions, for the installation of a roundabout near the entrance to the Surf Club Complex carpark on Bluff Access Road.

Council sought approval from both the current sub-lessee of the Mersey Bluff Caravan Park and Crown Land/DPIPWE, as landowner, for a portion of the leased area to be incorporated into the road reserve for the provision of road widening.

Permission was forthcoming by both parties, with advice from Crown Land that the section of land was to be adopted by Council into the road reserve through the provisions of section 12 of the *Local Government (Highways) Act 1982* ("the Act").

Council are to formalise the incorporation of this portion of land into the road reserve and assume responsibility for the ongoing maintenance of this section of the roadway in accordance with the Act.

STATUTORY REQUIREMENTS

In accordance with section 12(1) of the *Local Government (Highways) Act 1982*, Council may:

"...by resolution of the council, declare that a road or other way within the municipality that is not a highway shall become, as specified in the resolution, a highway maintainable by the corporation (council)".

Under section 12(4) of the Act, Council:

"shall cause a copy of a resolution under this section to be published in the Gazette and the road or other way to which the resolution relates becomes, on the date of publication, such a highway as is specified in the resolution".

DISCUSSION

The incorporation of this section of Crown land is critical for the purposes of road widening to allow the installation of a roundabout on Bluff Access Road. As permission has been sought and provided by the required parties, Council seeks to formally incorporate this section of land into the roadway to facilitate the roundabout's installation. Under the formal process detailed in section 12 of the *Local Government (Highways) Act 1982*, Council will assume responsibility for this section of land once it is formally incorporated into the road reserve.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken in the development of this report. Consultation has occurred with the current sub-lessee of the Mersey Bluff Caravan Park and other stakeholders on the scope of the project and the reason this process is required.

FINANCIAL IMPLICATIONS

Incorporating this section of land into the road reserve, as the maintainable road corridor will increase the area that Council is responsible for. However, any increase in cost will be negligible.

RISK IMPLICATIONS

- Asset & Property Infrastructure
If this land is not incorporated into the road reserve for the purposes of installing the roundabout, there may be restrictions on the type of asset or infrastructure that can be installed to assist with traffic and pedestrian safety on Bluff Access Road.

CONCLUSION

To facilitate the installation of a roundabout on Bluff Access Road, as proposed, Council will require widening of the road, which will involve the incorporation of a section of Crown land into the road reserve, and will assume responsibility for this section of land, once it is formally incorporated into the roadway.

ATTACHMENTS

1. Request for section of Crown Land - Road Corridor - Bluff Access Road [**5.1.1** - 1 page]
2. Correspondence - from CLARK K to DEVONPORT CITY COUNCIL - response to request section of Bluff Road - [**5.1.2** - 1 page]

RECOMMENDATION

That Council

1. incorporate a section of Crown land, as outlined in this report and currently forming part of the leased area of the Mersey Bluff Caravan Park, into the road corridor, to allow for road widening for the purposes of installing a roundabout on Bluff Access Road; and
2. formalise the adoption of this section of land into the roadway in accordance with the provisions of section 12 of *the Local Government (Highways) Act 1982*.

5.2 TENDER REPORT CONTRACT CT0271 MERSEY BLUFF TRAFFIC IMPROVEMENTS

Author: **Shannon Eade, Project Management Officer**
Endorser: **Matt Skirving, Executive Manager City Growth**
Michael Williams, Infrastructure and Works Manager

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards

SUMMARY

This report seeks Council's approval to award Contract CT0271 Mersey Bluff Traffic Improvements to Hardings Hotmix Pty Ltd.

BACKGROUND

This report considers tenders received for "Mersey Bluff Precinct – Traffic, Pedestrian, and Parking Improvements Stage 2" listed within the 2020/21 capital expenditure budget as three separate projects:

- Mersey Bluff - bin compound;
- Mersey Bluff Precinct – Traffic, Pedestrian, and Parking Improvements Stage 2
- Mersey Bluff Precinct – Traffic, Pedestrian, and Parking Improvements Stage 3

The Mersey Bluff Traffic, Parking and Pedestrian Study undertaken in 2018 provided an implementation plan to "maximise the potential of the Bluff precinct" from a traffic, parking and pedestrian perspective.

Work on the implementation of the identified improvements commenced in 2018-19 and continued in 2019-20. The design of this work package includes pedestrian safety improvements across Bluff Rd and William Street; a pedestrian link into the precinct; traffic improvements with the proposed roundabout including directional and precinct entry signage.

- ① Roundabout to better control traffic
- ② New pedestrian footpath link to Bluff Precinct
- ③ Pedestrian priority crossing on road humps to control vehicle speeds and make it safer for people to cross
- ④ Coastal Pathway new alignment
- ⑤ New threshold access to carpark and surf club
- ⑥ Access stairs and path to link to headland track
- ⑦ Kerb realigned to reduce vehicle speeds around curve



STATUTORY REQUIREMENTS

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

DISCUSSION

A Tender Planning and Evaluation Committee was formed to evaluate all tenders received. The Tender Planning and Evaluation Committee minutes are available for viewing by Councillors upon request.

Tenders were received from five companies. All tenders are summarised in table 1 below:

TABLE 1

No.	Tender	Status	Tender Price (ex GST)
1	Hardings Hotmix Pty Ltd	Conforming	\$276,870
2	Walters Family Trust Pty Ltd	Conforming	\$282,033
3	Civilscape Contracting Tasmania Pty Ltd	Conforming	\$299,883
4	CBB Contracting Pty Ltd	Conforming	\$333,964
5	Treloar Transport Pty Ltd	Conforming	\$344,533

As highlighted in table 1, Hardings Hotmix Pty Ltd (\$276,870) is the lowest priced tender. The Tender Planning and Evaluation Committee has considered each of the selection criteria and Hardings Hotmix Pty Ltd has ranked highest overall and therefore offers Council the best value for money.

COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in the Advocate Newspaper on 22 August 2020 and tenders were also advertised on Council's web site.

FINANCIAL IMPLICATIONS

The 2020/21 capital expenditure budget includes three allocations for the proposed works. The available budget for the work is shown below in Table 2

TABLE 2

No.	Project	Allocation
1	CT0271 Mersey Bluff Traffic Improvements – Stage 2 (total budget \$265,000) *	\$180,000
2	CT0288 Mersey Bluff Traffic Improvements – Stage 3 (total budget \$300,000) **	\$135,000
3	CP0176 Mersey Bluff - bin compound	\$5,000
	TOTAL	\$320,000

* \$85,000 of the available budget from project CT0271 was spent on a new path between the Bass Strait Maritime Centre and the coastal pathway in 2019-20, leaving \$180,000 for this work package.

** It is estimated that the other initiative to be completed from the CT0288 budget - angled parking and path renewal on Bluff Road - will cost \$165,000 leaving \$135,000 for this work package

The breakdown of the forecast expenditure for this project is shown below in Table 3.

TABLE 3

No.	Tender	Budget (ex GST)
	Contract	\$276,870
	Project management/administration	\$14,000
	Telstra works	\$6,236
	Taswater ESTIMATED	\$6,000
	Tasnetworks	\$4,584
	Sign purchase ESTIMATED	\$8,500
	Tree purchase	\$700
	Construction contingency 10%	\$27,687
	TOTAL	\$344,577

A review of the project after the close of tenders has identified a number of potential savings which are being investigated in conjunction with the successful contractor. This includes a small reduction to the total landscaped garden area, reduction in plantings from the originally proposed 1,800 small-species plants, and direct supply of planting stock by Council. These savings are likely to reduce project costs by up to \$30,000, which would ensure the project does not exceed the budget allocation.

RISK IMPLICATIONS

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

The contingency allowance for this project is 10% of the contract price. The risk of unforeseen variations is low.

CONCLUSION

Taking into account the selection criteria assessment and the tendered rates, the Tender Planning and Evaluation Committee has determined that Hardings Hotmix Pty Ltd has achieved the highest total score and is therefore most likely to offer "best value" in relation to Contract CT0271 Mersey Bluff Traffic Improvements.

The forecast expenditure exceeds the available budget based on the tenders received however, the identified savings from the modified landscaping works will reduce the total expenditure to within the available budget.

ATTACHMENTS

Nil

RECOMMENDATION

That Council in relation to Contract CT0271 Mersey Bluff Traffic Improvements:

- a) award the contract to Hardings Hotmix Pty Ltd for the tendered sum of \$276,870 (ex GST);
- b) note project design, management and administration costs are estimated at \$14,000
- c) note utility and other costs are estimated at \$26,020
- d) note a contingency of \$27,687; and
- e) note identified savings to be agreed are estimated at \$30,000

5.3 DISPOSAL OF LAND 116-122 STONY RISE ROAD

Author: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 3.4.2 Promote, encourage and develop initiatives that support the local economy

SUMMARY

This report is provided for Council to consider the disposal of a parcel of undeveloped public land it currently owns at 116-122 Stony Rise Road.

BACKGROUND

Council owns a parcel of land at 116-122 Stony Rise Road as highlighted in the photograph below. The land is undeveloped and generally covered in vegetation. It is classified as public land under S177A 1(e) of the *Local Government Act 1993*.



Council recently approved Stage 1 of a subdivision on surrounding land at 126-128 Stony Rise Road, 130-136 Stony Rise Road and 1 Friend Street. The approved subdivision consists of 27 residential lots and two commercial lots and is being undertaken by Best Street Investments Pty Ltd ('The Developer'). A layout of the subdivision is included as attachment 1.

The Developer has indicated a second stage of the subdivision, which will create additional residential lots to the north of Stage 1. The layout of this stage has not been finalised and an application to Council is yet to be made, however a possible future

subdivision layout was provided to Council for information purposes and discussed with Councillors at a recent workshop.

Prior to the assessment of Stage 1, the Developer had some discussions with Council's planning staff in regard to a potential land swap, transferring 116-122 Stony Rise Road to the Developer in exchange for a section of land at the northern end of their title adjoining the Bass Highway. The boundary of the land to be swapped was not discussed in detail, however it was in the vicinity of the area shaded in blue on the image below.



The land offered for transfer was considered inferior to the existing Council lot and therefore discussions did not progress.

Since that time Council has received a further approach from the Developer, seeking interest in obtaining the Council lot, including a willingness to consider a potential purchase rather than a swap.

STATUTORY REQUIREMENTS

Section 178 of the *Local Government Act 1993* (the Act), outlines the requirements Council must follow to dispose of public land.

"178. Sale, exchange and disposal of public land

- (1) A council may sell, lease, donate, exchange or otherwise dispose of public land owned by it in accordance with this section.
- (2) Public land that is leased for any period by a council remains public land during that period.
- (3) A resolution of the council to sell, lease, donate, exchange or otherwise dispose of public land is to be passed by an absolute majority.
- (4) If a council intends to sell, lease, donate, exchange or otherwise dispose of public land, the general manager is to—
 - (a) publish that intention on at least 2 separate occasions in a daily newspaper circulating in the municipal area; and
 - (ab) display a copy of the notice on any boundary of the public land that abuts a highway; and

-
- (b) *notify the public that objection to the proposed sale, lease, donation, exchange or disposal may be made to the general manager within 21 days of the date of the first publication.*
- (5) *If the general manager does not receive any objection under subsection (4) and an appeal is not made under section 178A, the council may sell, lease, donate, exchange or otherwise dispose of public land in accordance with its intention as published under subsection (4).*
- (6) *The council must –*
- (a) consider any objection lodged; and*
 - (b) by notice in writing within 7 days after making a decision to take or not to take any action under this section, advise any person who lodged an objection of –*
 - (i) that decision; and*
 - (ii) the right to appeal against that decision under section 178A.*
- (7) *The council must not decide to take any action under this section if –*
- (a) any objection lodged under this section is being considered; or*
 - (b) an appeal made under section 178A has not yet been determined; or*
 - (c) the Appeal Tribunal has made a determination under section 178B(b) or (c)."*

DISCUSSION

There are a number of matters as outlined below that should be considered in response to the request from Best Street Investments Pty Ltd to secure the land at 116-122 Stony Rise Road for development.

- 1. Access to public open space.** Council own and maintain a large open space reserve at the northern edge of 'The Tiers' residential estate as highlighted in the photograph below. This reserve has good amenity with a mixture of open grassed area, vegetation, and basic park infrastructure, such as a walking track. The existing reserve is within a few hundred metres of the undeveloped Council lot at 116-122 Stony Rise Road and within approximately 500m of the furthest corner of any potential residential block that could be created by the Developer as part of their Stage 2 subdivision. With this existing reserve in close proximity to the new subdivision, Council does not require further land for future parkland development.



2. **Pedestrian/Cyclist linkages.** There is a worn track diagonally across the land in question, which is used by pedestrians and cyclists from The Tiers and Tugrah vicinity visiting the Homemaker Centre. There is benefit in formalising this pathway for existing users and equally for residents in the new subdivision seeking to access The Tiers reserve. This pathway would avoid the need for pedestrians and cyclist to negotiate the Stony Rise Road/Friend Street intersection and provide a more direct route.
3. **Stormwater Detention.** An assessment by Council's Engineering staff has determined that Council is unlikely to be able to use land within the vicinity of the Stony Rise subdivision for future stormwater detention to address any historical catchment capacity issues.
4. **Water trunk main.** A major water trunk mains cuts diagonally across the Council lot and is covered by a 10m wide easement, preventing building over the main. If Council sold or swapped the lot, any new owner would be required to comply with restrictions relating to the easement or work with TasWater to relocate the main.
5. **Threatened or endangered species.** Assessments have not been undertaken relating to threatened or endangered species that may exist on the Council owned land. If Council sold or swapped the land, any requirements under relevant environmental legislation would apply regardless of ownership. Similarly, if Council was to swap the land for a similar parcel at the northern end of the Stage 2 subdivision any development of that land to improve the amenity for public use would require the management of any threatened or endangered species in accordance with legislative requirements and would limit Council's options in developing the space.
6. **Land swap.** The land offered at the northern end of the Stage 2 subdivision is not well positioned for new public open space, being adjacent to the Bass Highway, poorly positioned in regard to centrality with surrounding residential properties and low-lying ground contours. There appears little benefit for Council in swapping the land for another location within the subdivision. Conditions relating to the disposal of public land outlined under S178 of the Act still apply if a swap were to occur.

There appears to be little need for additional public open space in the vicinity of the new Stony Rise Road subdivision and there are no obvious uses by Council for the undeveloped parcel of land at 116-122 Stony Rise Road. On this basis, Council will not benefit by swapping the land, however a sale should be considered.

The land is undeveloped and could be incorporated into the adjoining subdivision creating additional residential lots to support the current housing demand.

To improve public amenity in the area, any proceeds should be invested in improving pathway linkages in the area, particularly between the new subdivision and The Tiers reserve and the Kelcey Tier greenbelt area and/or improving infrastructure within the Tiers reserve. A condition of sale should require the purchaser to construct a public pathway across the lot for connectivity with The Tiers public reserve.

The sale price should be in accordance with an independent valuation.

COMMUNITY ENGAGEMENT

As the land is public land, Council is required to undertake a public consultation process as outlined in S178 of the *Local Government Act 1993*. This includes publicly advertising the intention to dispose of the land and consider any objections that may be raised, prior to taking further action.

FINANCIAL IMPLICATIONS

Sale of the unused land would return a sum to Council (as determined by valuation) which could be used to assist in funding future improvements to public infrastructure within the area.

Any public pathway constructed on the land would result in associated operating costs such as depreciation and maintenance, however this would be sufficiently offset with subsequent increased rates revenue.

RISK IMPLICATIONS

If Council determines to sell the land directly to the Developer, it may risk being accused of not opening up the opportunity to other potential purchasers. However, if the land is to be sold, there are synergies and long-term benefit for it to be incorporated into the adjacent approved subdivision that could not be achieved by selling to another party.

CONCLUSION

Council has been approached regarding swapping or selling an undeveloped parcel of land at 116-122 Stony Rise Road. No value has been identified in a swap, however sale of the land would allow development of further residential blocks in conjunction with the adjacent approved subdivision.

ATTACHMENTS

1. Approved Subdivision [5.3.1 - 1 page]

RECOMMENDATION

That Council receive and note the report regarding the undeveloped parcel of Council owned land at 116-122 Stony Rise Road and

Option 1

1. advise Best Street Investments Pty Ltd that it does not wish to dispose of the land at this time.

Or

Option 2

1. by absolute majority determine its intention to offer to sell the land to Best Street Investments Pty Ltd based on a current valuation;
2. invest sale proceeds to improve public open space linkages and infrastructure within the 'Tiers' vicinity;
3. condition the sale to require that a suitable public pathway be constructed on the land; and
4. authorise the General Manager to commence the process for the disposal of public land in accordance with S178 of the *Local Government Act 1993*.

5.4 OPENNESS AND TRANSPARENCY INITIATIVES

Author: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report recommends Council adopt several new or updated governance related policies, as a result of a recent review to increase openness and transparency beyond statutory requirements.

BACKGROUND

At its meeting on 27 July 2020 Council determined (Min Res 20/35):

'That Council receive and note the report regarding improving openness and transparency; and

- 1. Adopt a policy to define governance principles of the organisation including a specific reference to consider matters in Open session as much as possible;*
- 2. Structure the meeting agenda to allow a section for confidential attachments in Closed session with the body of the associated report presented in Open session;*
- 3. Review and update agenda wording referencing matters to be dealt with in closed session;*
- 4. Review and update Staff Code of Conduct and make the document publicly available;*
- 5. Overturn previous resolution requiring the Annual Report to be advertised for four weeks and reduce timeframe to two weeks;*
- 6. Review and update Council's Public Question Time Policy; and*
- 7. Develop a commercial leasing policy with provisions which aim to minimise the use of confidentiality clauses which limit Council's disclosure rights.'*

As a result of this resolution, several new or updated policies have been drafted and were reviewed by Councillors at a workshop on 14 September 2020.

A final copy of the policies have been made available in this report for Council's approval.

All other items in the above recommendation have been implemented.

STATUTORY REQUIREMENTS

The predominate legislation relating to Council's operations is the *Local Government Act 1993*.

DISCUSSION

This report presents four policies for Council's consideration.

Good Governance Policy

The Local Government Division, of the State Government's Department of Premier and Cabinet, provide a document titled the '*Good Governance Guide for Local Government in Tasmania*'. This guide has been used as the basis for a new Devonport City Council Governance Policy.

The policy outlines the eight major characteristics of good governance which are expected to be displayed by Council's Elected Members and employees.

The policy references the Good Governance Guide and confirms Council's commitment to complying with the guidelines outlined within.

Commercial Lease Policy

The Commercial Lease Policy seeks to achieve a consistent approach to Council's commercial lease development and/or renewals, including determining suitability of tenants, negotiation of lease terms and lease management.

Council has previously adopted a lease policy which applied to three categories of Council leases, namely community, childcare and commercial properties. This new policy establishes a standalone document specifically relating to Council owned properties leased on a purely commercial basis.

The Tasmania Audit Office review into Local Government Procurement which focused on LIVING CITY, recommended Council establish a standalone commercial lease policy. The newly developed Commercial Lease Policy is provided for approval.

As a result of creating this new policy, the previous lease policy which included commercial leases, adopted by Council on 22 July 2019, has been updated to apply solely to community and childcare leases and is also provided for approval.

Public Question Time Policy

A review of Council's Public Question Time Policy has been undertaken and several changes are suggested as outlined below:

- Allow any member of the public to ask three questions, rather than the current policy of two questions with a third only allowed if time permits. Under the current arrangements the public generally have time for a third question and this policy change simply reduces the inconvenience for the public in having to get up and down from the gallery to the lectern.
- Where possible, questions without notice are to be provided by email or in person to Council by 12 noon on the day of the meeting. This will provide a more efficient response, allowing questions to be researched and then answered when asked rather than taken on notice.
- Remove the provision which allows a written response to be requested to a question without notice. Unless taken on notice the response to all questions are recorded in the minutes.

COMMUNITY ENGAGEMENT

The development of these policies originated from motions passed at the 2019 Annual General Meeting (AGM) of Council. These motions led to Council considering

opportunities to increase its openness and transparency and resulted in several workshop sessions and a meeting with the members of the public who had raised the AGM motions.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There are no direct risk implications as a result of this report. Sound policies and good governance assist in reducing the organisation's risks.

CONCLUSION

As a result of Council's recent steps to improve openness and transparency, a number of new or updated policies are presented for Council's consideration.

ATTACHMENTS

1. Governance Policy - Draft September 2020 [**5.4.1** - 2 pages]
2. Commercial Lease Policy - Draft September 2020 [**5.4.2** - 8 pages]
3. Community and Childcare Lease Policy - reviewed September 2020 [**5.4.3** - 4 pages]
4. Public Question Time Policy - reviewed September 2020 [**5.4.4** - 3 pages]

RECOMMENDATION

That Council adopt the following policies with immediate effect:

1. Governance Policy – Draft September 2020
2. Commercial Lease Policy – Draft September 2020
3. Community and Childcare Lease Policy – reviewed September 2020
4. Public Question Time Policy – reviewed September 2020

5.5 CRADLE COAST WASTE MANAGEMENT GROUP TERMS OF REFERENCE

Author: **Carol Bryant, Executive Officer**
Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.1.3 Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure that balances the needs of industry, business, community, government and the environment

SUMMARY

For Council to consider endorsing the updated Cradle Coast Waste Management Group (CCWMG) Terms of Reference version 24.07.2020.

BACKGROUND

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
 - Implement strategies which minimise waste by using the waste hierarchy actions.
- The CCWMG represents seven (7) northwest Tasmanian councils who agreed to participate in a voluntary waste levy scheme. The CCWMG key objectives are to:
- Develop, resource, and monitor a 5-year strategic plan, annual plan and 10-year financial management plan; and
 - Advocate and share information on regional waste management issues.

Dulverton Waste Management provide executive, administrative, financial and communication support to the group, including collecting and distributing the waste management levy and implementing the CCWMG Strategic Plan.

STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

DISCUSSION

At the Cradle Coast General Managers (CCGM) meeting held 14 August 2020, the CCWMG Terms of Reference version 24.07.2020 were approved to streamline the governance processes of the Group.

The Terms of Reference is effective from 1st November 2020 and will be reviewed on 30th June 2022 and thereafter biennially or as required by the CCWMG.

Under the new Terms of Reference, the membership of the CCWMG will consist of the General Managers as decision makers from each of the member Councils.

The previous CCWMG members will meet as required in an advisory capacity with Dulverton Waste Management who project manage and report on the CCWMG strategic, annual and financial plans.

COMMUNITY ENGAGEMENT

No community engagement was undertaken in relation to this report.

FINANCIAL IMPLICATIONS

Activities undertaken by CCWMG are outlined in the CCWMG 10 Year financial management plan.

RISK IMPLICATIONS

- Consultation and/or Communication
The updated CCWMG Terms of Reference provides a low risk streamlined arrangement for the implementation of regional waste priorities.

CONCLUSION

The CCWMG Terms of Reference version 24.07.2020 as adopted by the Cradle Coast General Managers at their meeting held 14 August 2020 provides greater efficiencies in the development and delivery of strategic regional waste priorities.

ATTACHMENTS

1. CCWMG TERMS OF REFERENCE - FINAL - Effective 01.11.2020 [5.5.1 - 12 pages]

RECOMMENDATION

That Council endorse the CCWMG Terms of Reference version 24.07.2020.

5.6 COVID-19 RESPONSE - DEVELOPMENT STIMULUS PROGRAM

Author: **Matthew Skirving, Executive Manager City Growth**

Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plan
- Strategy 3.4.2 Promote, encourage and develop initiatives that support the local economy

SUMMARY

This report outlines an initiative to support and assist the local Devonport economy to recover from the impacts and uncertainty created by the COVID-19 Pandemic. The report outlines a process to release a number of Council-owned sites to the open market for possible sale, in order to stimulate development activity within the Devonport CBD and as a means of supporting a key employment sector within the local economy.

BACKGROUND

The COVID-19 pandemic has resulted in a significant direct impact on the local, national, and global economies. In addition to the direct financial impacts, the pandemic has also created a high degree of uncertainty within the community and broader market, resulting in reduced household expenditure and business investment activity.

Council's COVID-19 Response Committee has considered a range of support initiatives for the local community during this time. As an alternative to ongoing direct financial support, or relief from fees and charges, it is considered central to ongoing recovery efforts that Council takes action to stimulate and support private-sector investment.

STATUTORY REQUIREMENTS

In accordance with Section 177 of the *Local Government Act 1993*, a Council may:

- "(1) sell, lease, donate, exchange or otherwise dispose of land owned by it, other than public land, in accordance with this section.*
- (2) Before a council sells, leases, donates, exchanges or otherwise disposes of any land, it is to obtain a valuation of the land from the Valuer-General or a person who is qualified to practise as a land valuer under section 4 of the Land Valuers Act 2001 .*
- (3) A council may sell –*
 - (a) any land by auction or tender; or*
 - (b) any specific land by any other method it approves.*
- (4) A council may exchange land for other land –*
 - (a) if the valuations of each land are comparable in value; or*
 - (b) in any other case, as it considers appropriate.*
- (5) A contract pursuant to this section for the sale, lease, donation, exchange or other disposal of land which is public land is of no effect.*
- (6) A decision by a council under this section must be made by absolute majority."*

DISCUSSION

The COVID-19 Pandemic has had a significant negative impact on economic activity at a local, national and global level during 2020. While all levels of government have acted swiftly with immediate and considerable financial support, it is important to ensure that private sector investment is provided with opportunities to play a role in the recovery process.

The table below provides summary of the impacts of the COVID-19 pandemic across Gross Regional Product (GRP) and Employment. While somewhat lower than the national level data, it is noted that the Devonport Municipality has been impacted more severely than the State-wide impacts. It is also noted that the effects of the Federal Government's JobKeeper Program are somewhat masking underlying employment impacts.

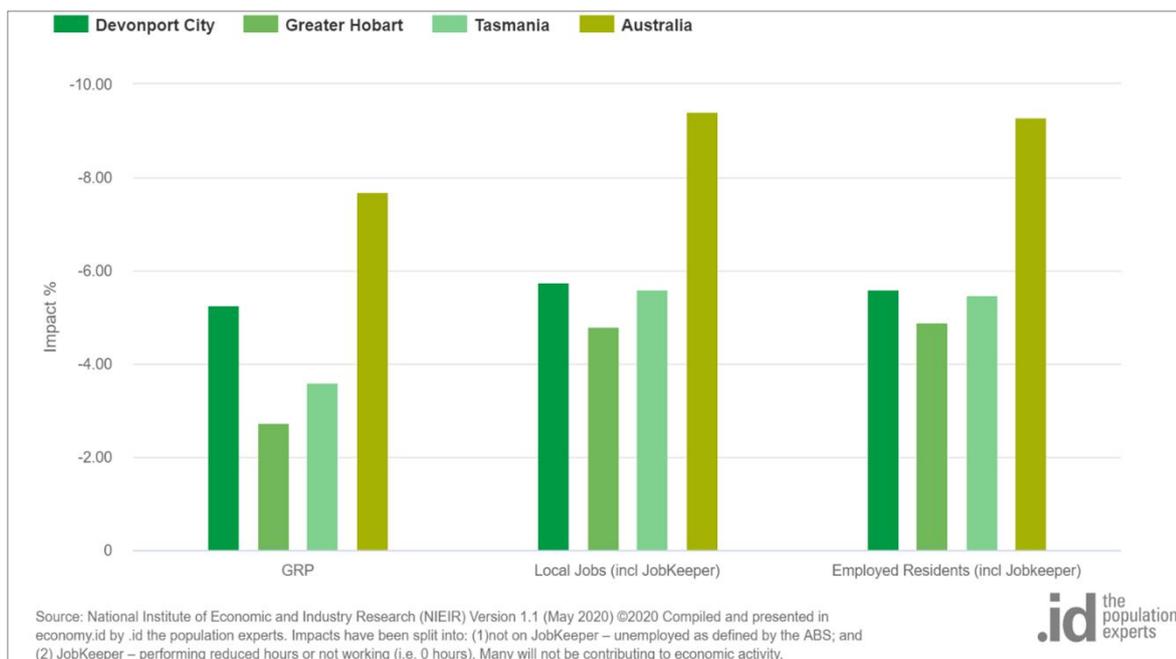


Table 1: COVID-19 Impacts by Region, September 2019 to September 2020 comparison.

The table below outlines the change in employment levels across key industry sectors within the Devonport Municipality, including data identifying employment being supported by JobKeeper payments (and assumed as risk) as at the end of the June quarter 2020:

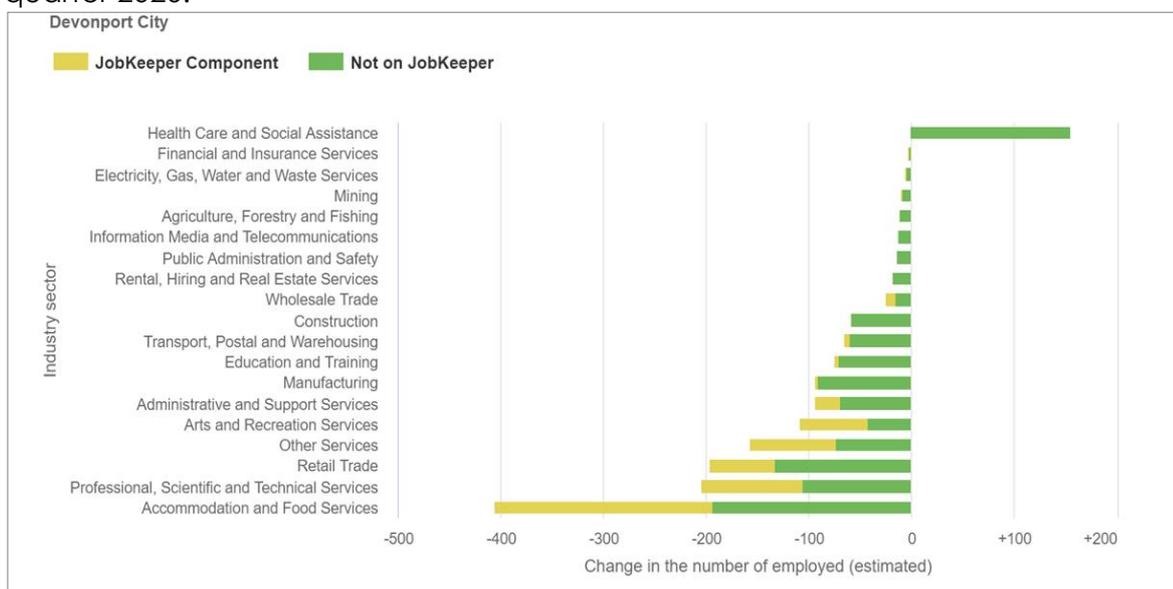


Table 2: Employed Resident Impact of COVID-19 Pandemic, June Quarter 2020

COVID-19 Response Opportunity

Some Local Government Areas (LGAs) within the state have chosen to inject stimulus into their local economies via significant direct cash payments and business support grant programs. Council's COVID-19 Pandemic Response Committee has also taken significant action to provide relief and support to the Devonport Community. Following these appropriate initial measures, it is now timely to consider strategies by which Council may facilitate ongoing recovery activity within the local economy that will:

- Be targeted at industry sectors of local importance requiring support, and that provide broad, flow-on economic benefit.
- Provide alternative support to direct cash subsidies or fee relief.
- Leverage Council's asset holding as a possible stimulus measure; and
- Stimulate private-sector investment activity that may otherwise not be realised due to current market conditions and access to development sites.

As with most LGAs, Devonport City Council manages a large asset portfolio on behalf of the community, consisting of a range of infrastructure, land, and facilities to support important service delivery, and for other strategic purposes. A timely opportunity exists for Council to consider its asset holding with respect to the strategic sites it owns within the Devonport CBD, and how these assets may be used to assist in stimulating private investment and development activity within the Devonport Municipality by releasing sites to the market for sale via a structured Expression of Interest (EOI) process. The release of this land aligns with the aims of the LIVING CITY Master Plan to facilitate private investment and commercial development within the CBD.

Targeting Support & Growth Opportunities

As outlined in Table 3 below, the Construction sector provides the largest proportion of Full Time Equivalent (FTE's) jobs within the Devonport Municipality, supporting 1,410 FTE's or 13.5% of all full-time employment. Retail Trade (11.9%) and Manufacturing (11.4%) also represent important sectors.

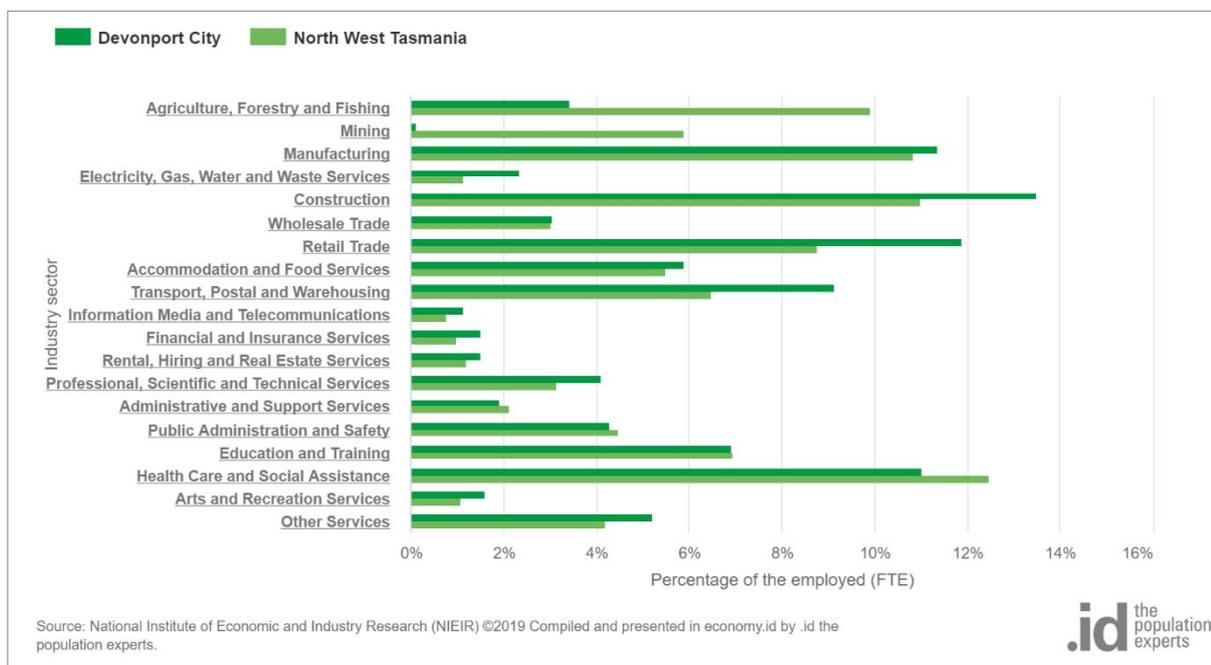


Table 3: Employment (FTE's) by Industry Sector, 2018/19.

The positive flow-on and multiplier effects of expenditure within the construction sector is well understood, and is supported by the focus on infrastructure expenditure by both State

and Federal governments as a significant stimulus measure to be deployed in the economic recovery from the COVID-19 pandemic.

Table 4 identifies the positive flow-on impacts across the Devonport, Tasmanian, and Australian economy for every \$1m of expenditure within the local construction sector. This data is compiled from analysis and modelling conducted by the National Institute of Economic & Industry Research.

The analysis highlights, that for every \$1m of expenditure:

- The combination of all direct, industrial and consumption effects would result in a total estimated increase of 7 FTEs located in Devonport.
- The combined effect of economic multipliers in Devonport City and the wider Australian economy is estimated to create a total of 11 FTEs.
- The combination of all direct, industrial and consumption effects would result in total estimated rise in Output of \$1.27m in Devonport City economy.
- The combined effect of economic multipliers in Devonport City and the wider Australian economy is estimated to be \$2.12m added to Australia's Economic Output.

Impact Summary			
Devonport City - Modelling the effect of adding \$1.0m sales in Construction			
Summary	Output (\$m)	Value-added (\$m)	Local jobs
Impacts on Devonport City economy			
Direct impact on Construction sector	\$1.00	\$0.30	6
Industrial impact	\$0.18	\$0.08	1
Consumption impact	\$0.09	\$0.05	0
Total impact on Devonport City economy	\$1.27	\$0.43	7
Type 1 multiplier (direct & industrial)	\$1.18	\$1.27	1
Type 2 multiplier (direct, industrial & consumption)	\$1.27	\$1.42	1
Impact on Tasmania economy			
Total impact - Tasmania outside Devonport City	\$0.15	\$0.07	1
Total impact Tasmania economy	\$1.42	\$0.50	8
Impact on Australian economy			
Total impact outside Tasmania economy	\$0.70	\$0.32	3
Total impact on Australian economy	\$2.12	\$0.82	11

Source: [National Institute of Economic and Industry Research \(NIEIR\)](#) ©2019. Compiled and presented in economy.id by [.id](#), the population experts.

Note: All \$ values are expressed in 2019/20 base year dollar terms.

Table 4: Positive Impact Summary of each additional \$1m of expenditure within the construction sector.

It is anticipated that across the proposed development sites to be released to market, the total likely investment from direct construction activity will be tens of millions, proportionally multiplying the support for existing jobs, and the positive economic benefits identified above. As part of the analysis of submissions to the EOI process, specific data on the forecast economic benefits from the construction phase of the project, along with operating benefits (where appropriate, depending on development type), will be provided to Council as part of their consideration in shortlisting submissions.

Expression of Interest Process

In order to provide a high degree of transparency and highlight the opportunity for community engagement at key stages of the process via the open Council meeting and agenda process, a detailed outline of the EOI process is included below.

The EOI process will be conducted in two principal stages. The first stage will deal with all development sites in a collective process, with this stage concluding with a report to Council providing summary information of all submissions, including a recommendation on the preferred proponent/s proposal for each site. Analysis of the preferred proponent submissions will include consideration against the identified Selection Criteria outlined in this report, along with consideration of:

- The existing use of the site and its importance to the delivery of services to the Community – via both direct service provision and revenue generation.
- The long-term strategic importance of maintaining community ownership of the site, or otherwise.

The proposed EOI process stages and anticipated timing is outlined below:

STAGE 01 – REQUEST FOR EXPRESSION OF INTEREST		
1	Council Endorsement to Commence EOI Process	September 2020
	Consideration by Council of identified properties and EOI process for sale Publication of selected development sites and Evaluation Criteria and assessment process via open Council Agenda	
2	Agency Engagement EOI	2 Weeks
	EOI process to appoint Real Estate Agency support services Finalisation of EOI and Marketing documentation with appointed Agent	
3	Commence Public EOI process	8 Weeks
	Commencement of EOI process marketing Management of proponent enquiries	
4	Closure of EOI Stage	December 2020
	Receipt of final submissions by appointed Agent Qualitative assessment of submission against adopted selection criteria conducted by Council Officers & appointed Agent	
5	Workshop EOI Process Outcomes with Council	February 2021
	Presentation of EOI submission analysis to Council Workshop Identification of additional information requirements by Council and/or clarification of submission content with proponents	
6	Consideration of Shortlisted Proposals	February 2021
	Council consideration of preferred proponent/s assessment Publication of submission and proposal summary information via open Council Agenda Formal notification to all EOI participants following Council decision	

The second stage will provide reporting and recommendations to Council on an individual site/proposal basis, following the conclusion of contractual and due diligence investigations.

STAGE 2 – PREFERRED PROPONENT/S NEGOTIATION	
7 Finalisation of Site-specific Proposals	Project Specific
Further development or finalisation of shortlisted proponent proposals Completion of due diligence and contractual negotiations	
8 Council Consideration of Site-specific Disposal	Project Specific
Formal Consideration by Council of site-specific development proposal and asset transfer arrangements	

As far as practicable, and subject to agreement with project proponents, Council will endeavour to report the principle details of the proposed asset sale via the open Council meeting and agenda process. It is noted that some proponents may request that specific intellectual property or contractual arrangements remain confidential in order to be considered by Council.

Selection Criteria

The following selection criteria will apply.

1. Capabilities & Experience of the Proponent

Proponents will need to demonstrate that they possess the capacity to undertake a development of the scale and complexity proposed, and the capability to deliver the project to completion.

A Proponent's submission will be required to include:

- a) Proponent details outlining the entity structure such as ownership, corporate structure, ABN/ACN, key associated individuals, and sufficient detail to enable Council to undertake reasonable due diligence investigations.
- b) Details of any associated partners to the development proposal that will have any material financial or controlling relationship to the development proposal, and equivalent detail as noted above to facilitate reasonable due diligence investigations.
- c) Experience and capacity of the proponent in delivering projects of a similar scale and complexity to this proposal.
- d) Details of associated parties or technical support the proponent will engage in assisting with the delivery of the proposal.

2. Development Proposal Details

Proponents are required to outline their intended site-specific development proposal. Detailed plans and documentation will not be required as part of the shortlisting stage of the EOI process however, proponents will need to provide sufficient detail and description and supporting information to facilitate assessment by Council.

A Proponent's submission will be required to include:

-
- a) Information detailing the key features of the development proposal, and how it aligns with the strategic objectives of the Devonport City Council, including the LIVING CITY Masterplan.
 - b) Sufficient written detail or concept plans that outline the proposed use and physical nature of the development, and the capacity of the proposed site to accommodate the scale of the proposal.
 - c) Alignment of the proposal within the Land Use Planning & Development controls specific to the development site. This should include consideration of existing adjacent land use and development, and the compatibility of the proposal within this existing context.
 - d) The proposed delivery timeframe, including detailed design development, statutory approval processes, construction, and other significant project development stages specific to the nature of the development proposal.

3. Commercial Viability of the Proposal

Proponents are required to outline their consideration of the commercial viability of their proposal, including the terms of sale proposed to secure the site associated with their submission.

A Proponent's submission will be required to include:

- a) Details of proposed financial investment, associated funding structure, sources, and capacity of the proponent to deliver the planned development.
- b) An assessment of local market demand and commercial viability of the proposed development.
- c) The commercial terms offered to complete the asset transaction, including any material terms and conditions of the offer. This may include a lump-sum purchase price offer, proposed valuation methodology, or other structured purchasing proposal.
- d) Details of the proposed Settlements terms and timing relative to the overall anticipated project delivery program or milestones.
- e) Proposed covenants or other contractual mechanisms to ensure timely realisation of the mutually agreed development outcome, or termination requirements should the development not progress.

4. Economic and/or Social Benefits to the Devonport Community

As part of the consideration of EOI submissions, Council will undertake an assessment of the likely beneficial outcomes of the project proposal. This will include the economic and social outcomes that may be derived across the delivery and operational phase of the proposal.

To support this assessment, a Proponent's submission will be required to:

- a) Outline their understanding of the economic benefits and opportunities that will be generated via their development proposal.
- b) Demonstrate how the proposal maximises the opportunities for engagement and integration of local content during the delivery and operational stages of the development.
- c) Identify how their proposal will provide a material return via broader economic, social or other beneficial community outcomes.

- d) Identify how the proponent may propose to integrate opportunities for community engagement and input into the concept development stage of their proposal.

Identified Development Sites

In considering the possible development sites to be included in this EOI process, consideration has been given to a range of factors, including:

- Inclusion of sites that can be progressed to development in a timely manner, and that will not require significant re-zoning or other associated processes to be “development ready”.
- Provision of opportunities across multiple market sectors including retail, commercial, residential, and mixed-use.
- Maximise the potential for local content via appropriately scaled opportunities that accommodate developer capacity and market demand.
- Catalyse “quick wins” where there is known interest in sites or demand within the local market in order to demonstrate market confidence.

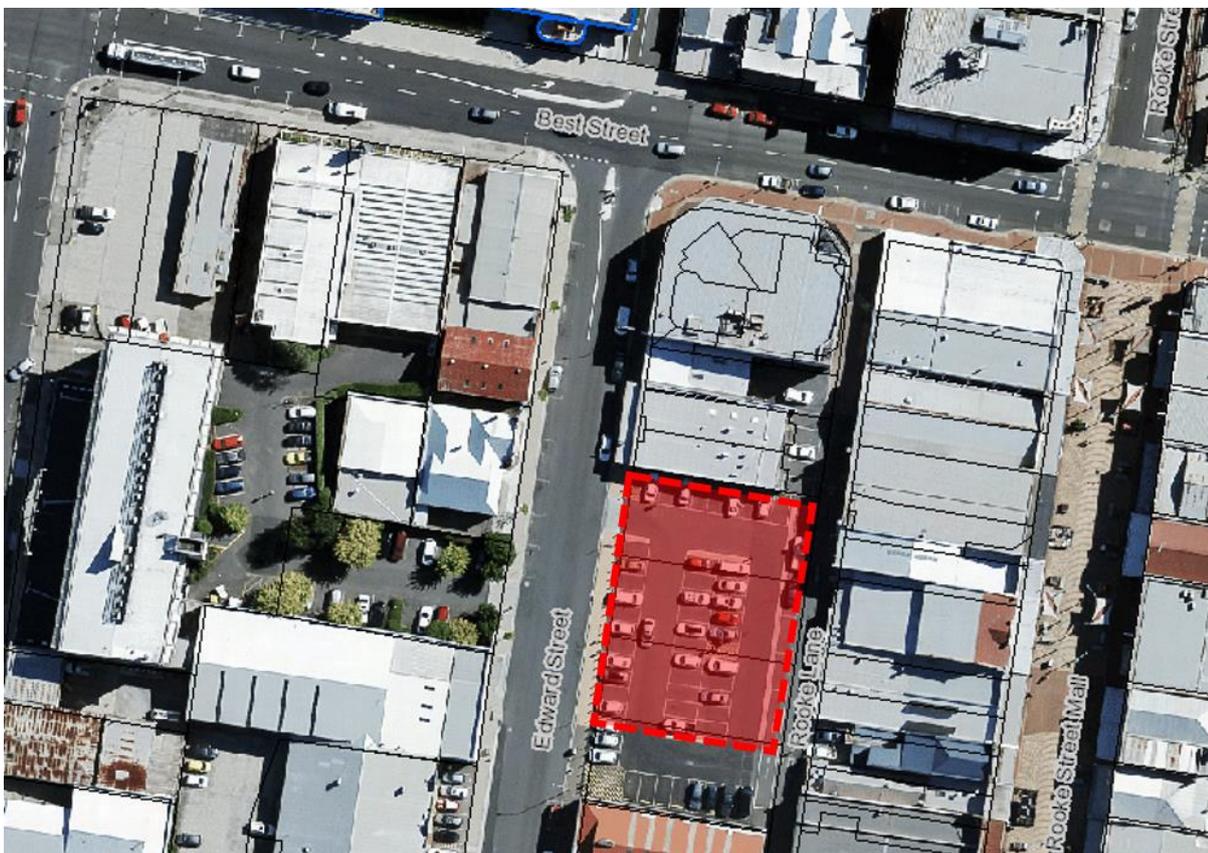
In some instances, the final footprint of the land identified for sale may be subject to minor boundary adjustment, creation of easements, or other land titling arrangements. Specific requirements will be linked to the preferred development proposal. Consideration of these matters will be contained in the final reporting to Council at the conclusion of the EOI process.

The proposed sites to be included in the EOI process are listed below:

Site 1 – 16-20 Edward Street.

Property ID: 6288826, 6288834, and 6288842

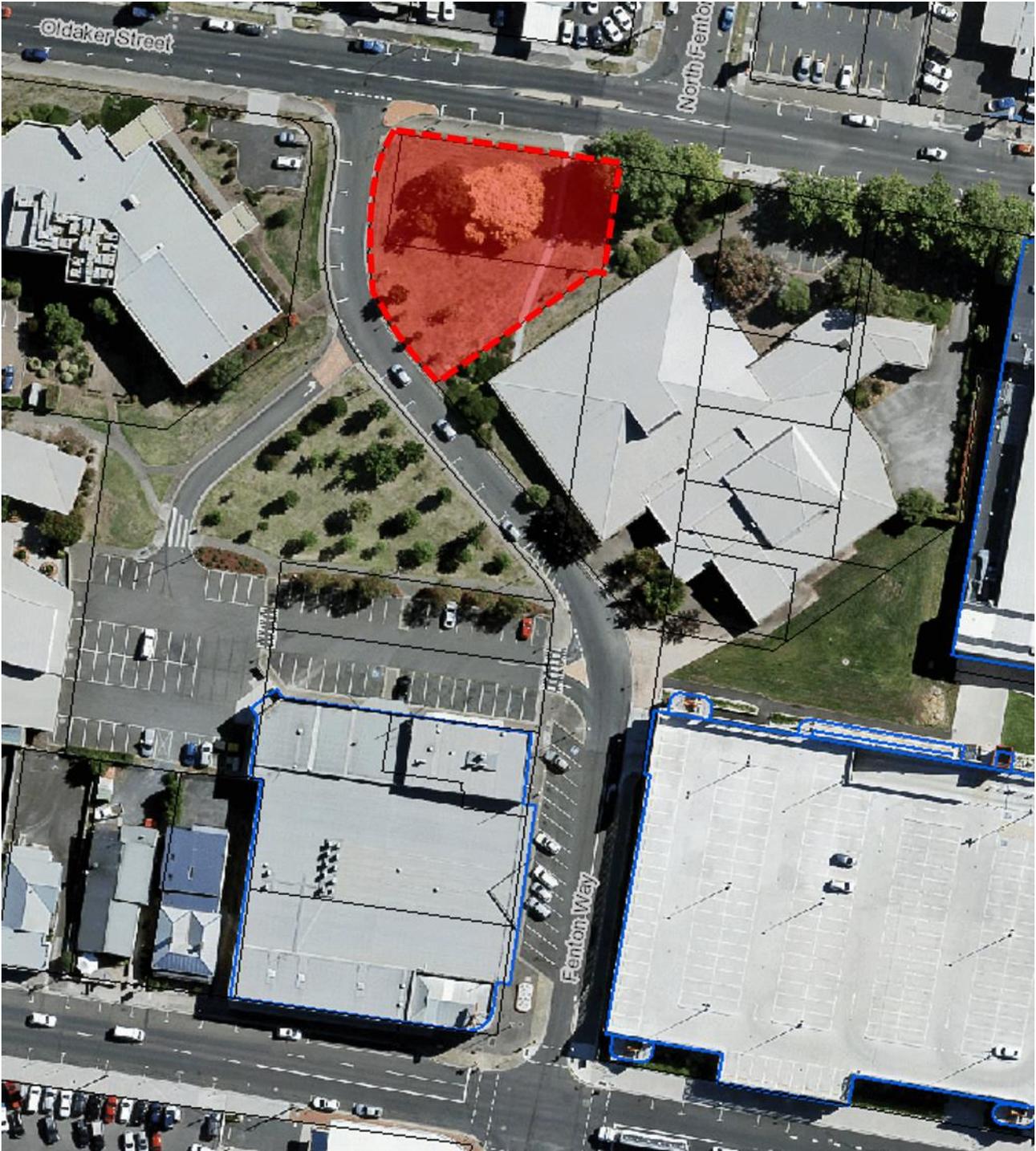
Title References: 59910/218, 59910/19, and 59910/20



Site 2 – Part of 29 Fenton Way

Property ID: 1769321

Title References: 93413/1, and part of 126598/3



Site 3 – 6-10 Steele Street

Property ID: 6345667

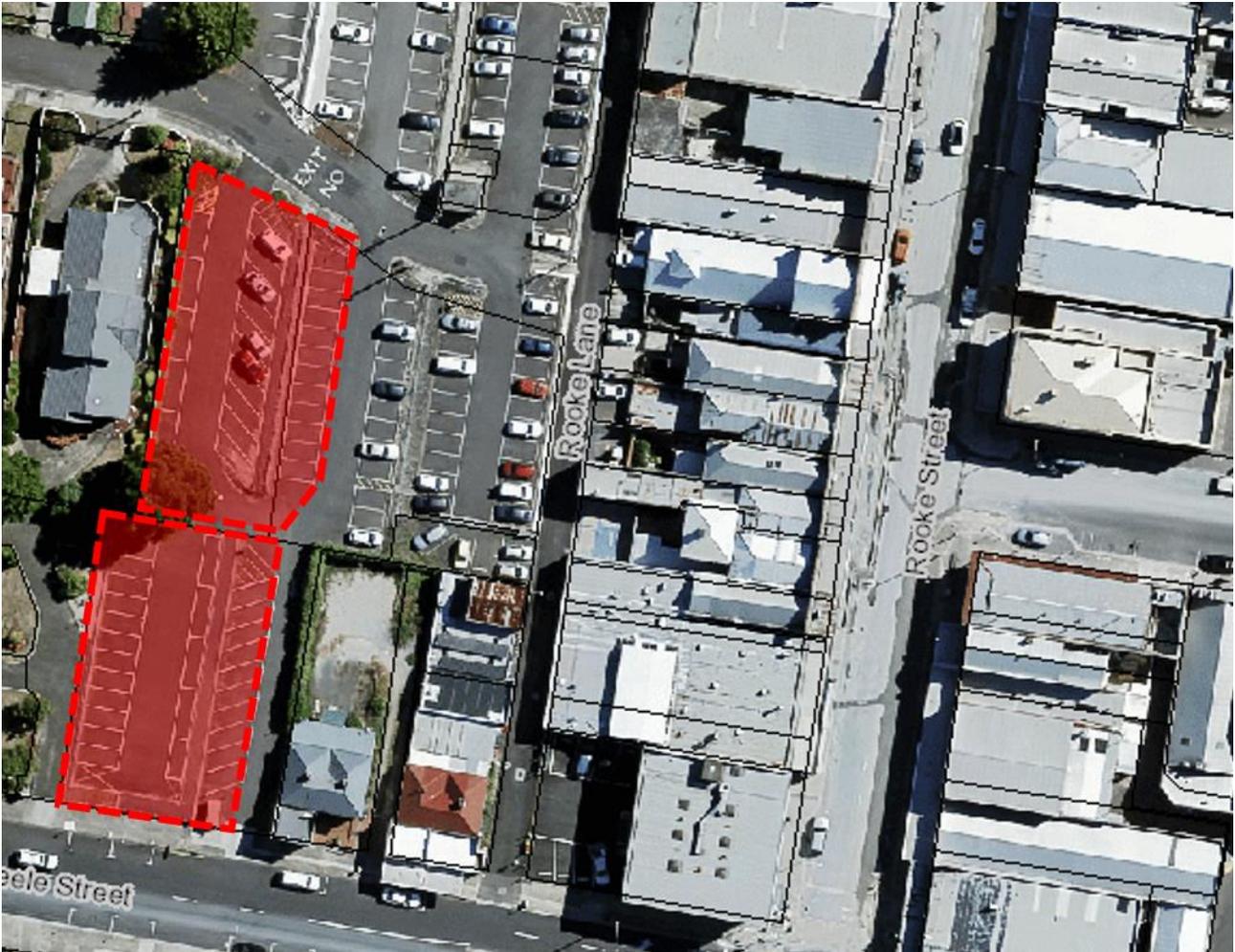
Title References: 247323/1, 249353/1, 134001/1, and 134001/2



Site 4 – 5 Payne Avenue

Property ID: 3189160

Title References: 145098/1 & 198892/1

**COMMUNITY ENGAGEMENT**

Specific community engagement has not been conducted in formulating this report. However, the proposed EOI process and future decisions associated with this initiative include the opportunity for community members to engage with the decision-making processes of Council via the public Council Meeting and Agenda process.

Summary information of all submissions to the EOI process will be reported to an open Council meeting at the conclusion of the EOI process.

FINANCIAL IMPLICATIONS

There are no specific financial implications arising from this report to Council. Any subsequent report to Council recommending selection of an EOI proposal for progression to asset sale will require consideration of valuation information in accordance with the requirements of the Local Government Act.

RISK IMPLICATIONS

- Asset & Property Infrastructure

Consideration of the specific Asset & Property related risk implications associated with this EOI process will be included in subsequent reporting to Council following the identification of preferred development proposal.

- Legal Compliance
Compliance with the Local Government Act provision in relation to the sale of Council-owned land are identified in this report. Specialised, third-party legal advice will be sought in formulating final contractual arrangements for consideration by Council, and subject to future reporting to Council as part of the EOI process.

CONCLUSION

In recognising the important role Council plays in supporting community and economic recovery from the impacts of the COVID-19 Pandemic, the strategic release of potential development sites to the market will stimulate critical private sector investment within the Devonport economy at this time whilst advancing the aims of the LIVING CITY Master Plan.

ATTACHMENTS

Nil

RECOMMENDATION

That Council endorse the proposed COVID-19 Development Stimulus Program, including the:

1. four development sites to be included in the EOI process;
2. EOI process, stages and indicative timing; and
3. nominated Selection Criteria against which submission will be considered.

5.7 AMENDMENT TO 2020/21 FEES & CHARGES SCHEDULE

Author: **Matthew Skirving, Executive Manager City Growth**

Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.5.1 Provide professional administrative services to support effective and efficient operations

SUMMARY

This report presents to Council proposed amendments to the 2020-21 Fees & Charges Schedule associated with some Planning Fees and Venue Hire rates.

BACKGROUND

At the Council meeting of 22 June 2020, Annual Plan and Budget Estimates (including Fees & Charges Schedule) were adopted (Min. 20/11 Refers).

STATUTORY REQUIREMENTS

In accordance with Section 205 of the *Local Government Act 1993*, Council may impose fees and charges in respect of a range of matters, including the use of any property or facility owned, controlled, managed or maintained by the council.

Section 206 of the *Local Government Act 1993*, requires that a General Manager of a council is to:

- (a) keep a list of all fees and charges fixed under this Division; and
- (b) make the list available for public inspection during ordinary hours of business at the public office.

DISCUSSION

Planning Fees

A fee for the search and provision of records already exists within the Building Fees (Building Authority) fees and charges schedule. This amendment proposed to introduce this same fee within the Planning fees and charges schedule for the equivalent service across planning permit records as per the table below:

Planning Fees			
Miscellaneous			
DETAILS	INDICATOR/DESCRIPTOR EG. HOURS	GST	GST INCLUSIVE CHARGE
Search fee for providing copies of records - search for record type, including digital copy per email (non-refundable if no records are found)	Per application	exempt	\$25.00 plus \$2.00 per A4 \$4.00 per A3 or larger sheet for hard copies

Venue Hire Fees

Following resumption of direct management of the Providore Place facility by Council, and the easing of public gathering and social distancing restrictions due to the COVID-19 Pandemic, Council can now make the Food Pavilion space within Providore Place available for event hire.

The below table sets out the proposed fee structure for the venue. The fee structure is in accordance with other established venue hire fees for the paraple convention centre in offering differentiated weekday and weekend rates, and also offers a discounted part-day hire fee.

To facilitate the re-establishment of a regular program of events at the facility following the COVID-19 Pandemic, a Community Group and Tenant hire rate is proposed. These rates will be available to qualifying not-for profit community users and standing tenants of Providore Place. The differentiated hire rate will be reviewed on an annual basis.

Venue Hire – Conferences & Meetings			
Providore Place Food Pavilion - Commercial Event Hire			
	Monday - Friday	Saturday	Sunday & Public Holidays
Full Day	\$850.00	\$1,250.00	POA
Half Day (up to 6 hours)	\$595.00	-	-
Providore Place Food Pavilion – Community & Tenant Hire			
	Monday - Friday	Saturday	Sunday & Public Holidays
Full Day	\$340.00	\$440.00	POA

As per the Fees & Charges Schedule adopted by Council on the 22 June 2020, the following qualification applies, including the revision to include Tenants in the identified user groups:

Note additional costs FOR COMMERCIAL, COMMUNITY & TENANT USERS may include:

- Catering (as arranged with catering provider)
- Additional furniture, equipment (including audio visual equipment)
- Linen
- Audio Visual Technician/Operator
- Additional staffing and security/cleaning/heating/cooling/electricity

Council have provided delegation to the General Manager and the Convention and Arts Centre Director to administer and negotiate where appropriate the venue hire fees for the convention centre and it is recommended that the same delegation apply to Providore Place.

COMMUNITY ENGAGEMENT

No specific community engagement has been undertaken in relation to this report. However, community engagement activities are undertaken each year in formulating the overall budget and annual plan.

FINANCIAL IMPLICATIONS

The development and adoption of the Budget Estimates, including the Fees & Charges Schedule, is an essential function of Council and is fundamental to the financial viability of the organisation.

RISK IMPLICATIONS

- Legal Compliance
The recommendations associated with the report satisfy the requirements of the *Local Government Act 1993* with respect to the setting of Fees & Charges by the Council.

CONCLUSION

The proposed amendments to Council's Fees & Charges schedule capture necessary changes and amendments to the scope and application of fees across Council's operations.

ATTACHMENTS

Nil

RECOMMENDATION

That Council endorse the proposed amendments to the 2020/21 Fees & Charges Schedule and include Providore Place in the existing delegation provided to the General Manager and the Convention and Arts Centre Director to administer and negotiate as appropriate the convention centre fees.

6 INFORMATION

6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

Council is required by Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015* to include in the Agenda the date and purpose of any Council Workshop held since the last meeting.

Date	Description	Purpose
14/09/2020	Local Government Association of Tasmania (LGAT)	LGAT president, Cr Christina Holmdahl and CEO, Dr Katrena Stephenson, provided an overview of LGAT.
	Openness & Transparency	Councillors reviewed a number of draft, new and updated policies.
	116-122 Stony Rise Road	Discussion on request to purchase a parcel of Council owned public land.
	Former Devonport Regional Gallery premises - Stewart St	RANT Arts Tasmania provided an overview of a proposal to occupy the former Devonport Regional Gallery premises in Stewart Street.

RECOMMENDATION

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

6.2 MAYOR'S MONTHLY REPORT

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report details meetings and functions attended by the Mayor.

BACKGROUND

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

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

In her capacity as Mayor, Councillor Annette Rockliff attended the following meetings and functions between 20 August and 23 September 2020:

- Council meetings
- Workshops
- Regular meetings with General Manager
- Catch ups with staff members and councillors as required.
- Met with community members on a range of topics
- Media as requested: Martyn Agatyn (7AD Tasmania Talks); Belinda King (ABC), Lee & Jess (Sea FM), Darren Kerwin (7AD), 7 TV News, Leon Compton (ABC), Aaron Stevens (Tasmania Talks) (x2), Martin Agatyn (7AD) (x2), Pia Wirsu (ABC)
- With the General Manager, attended TasWater Owners' Representatives briefing
- With the General Manager and Deputy Mayor Jarman, attended the Cradle Coast Authority Representatives Meeting
- Officially opened the Indie School
- Attended the Tasmanian Suicide Prevention Committee meeting
- Met with Tas Fire Service Devonport representative
- Attended Cradle Coast Authority Board meeting (x2)
- With the General Manager, met with Felix Ellis, new Braddon MHA
- Attended Sports Infrastructure Working Group meeting
- Attended Devonport Food & Wine Working Group meeting
- Attended official opening of the new Optus store
- Officially launched the Festival of Learning
- Visited the Men's Shed to meet with the President
- Attended the Mersey Rowing Club awards dinner
- Met with the Principal, Peter Bird, Devonport High to discuss current transformation project
- With the General Manager, met with the Board of the West x North West Regional Tourism Organisation
- Attended Mayors' Forum in Launceston
- With the General Manager, attended LGAT General Meeting
- Attended LGAT General Management Committee Meeting

- Attended the reopening of Drysdale restaurant at Valley Road
- Attended the launch of Devonport Food & Wine Festival 2020
- Attended the presentation of Volunteer Emergency Service Awards at Sheffield
- Attended event for Tim Blair's Run for Kids Charity
- Attended TasWater Owners' Representatives meeting

ATTACHMENTS

Nil

RECOMMENDATION

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

6.3 GENERAL MANAGER'S REPORT - SEPTEMBER

Author: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands

SUMMARY

This report provides a summary of the activities undertaken by the General Manager, between 20 August and 22 September 2020. It also provides information on matters that may be of interest to Councillors and the community

BACKGROUND

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

STATUTORY REQUIREMENTS

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

DISCUSSION

1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops, Planning Authority Committee and Council Meetings as required.
- 1.3. Following a briefing on the review of the Fire Service Act a submission has been made highlighting concerns with the current levy methodology. A copy of the submission is attached to this report for information.
- 1.4. Attended the launch of the Festival of Learning and opening of the 'Making Marks' exhibition at the Devonport Regional Art Gallery.
- 1.5. Along with the Mayor, attended the West x North-West Board meeting, at Home Hill and provided a presentation on tourism related matters affecting this region.
- 1.6. Met with representatives from the Local Government Division on a number of legislative matters.
- 1.7. Attended the launch of the Devonport Food and Wine Festival at Home Hill.
- 1.8. Along with the Mayor attended a TasWater Owners Representatives pre general meeting briefing.

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 2.1. At the invitation of the President of the Devonport Strikers, undertook a tour of their Valley Road facility to gain familiarisation of recent improvements.
- 2.2. Along with the Mayor met with David Meldrum from Tas Fire Service regarding an update on their facilities in Devonport.
- 2.3. Met with newly elected President of the Devonport Chamber of Commerce and Industry, Mr Eric Mobbs to provide an update on current matters.
- 2.4. Met with a developer regarding a potential light industrial subdivision in Spreyton.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. Attended the Cradle Coast Authority Owners Representatives Meeting in Burnie.
- 3.2. As State Director, attended the National Board meeting of Local Government Professionals Australia.
- 3.3. Attended LGAT information session on Councillors and Officers insurance.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. Along with the Mayor, met with the newly elected member for Braddon, Felix Ellis to provide an overview of current issues in this region.

5. OTHER

- 5.1. The Legislative Council have established a Select Committee to review TasWater Operations. The terms of reference are limited, however do include consideration of dividend payments to owner councils. A submission from the Devonport City Council has been made, highlighting Council's reliance on dividend payments. A copy of the submission is attached for information.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

Any specific risk implications will be outlined in the commentary above. Any specific issue that may result in 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. Tas Water Operations Select Committee Submission [**6.3.1** - 2 pages]
2. Letter - Fire Services Act Review [**6.3.2** - 2 pages]
3. Current and Previous Minutes Resolutions - September 2020 [**6.3.3** - 1 page]

RECOMMENDATION

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

6.4 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT - JULY AND AUGUST 2020

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Kym Peebles, Executive Manager People & Finance, & Jeff Griffith, Deputy General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report provides a summary of the activities undertaken during the months of July and August 2020 in the following areas of Council:

- General Management
- People and Finance
- Corporate Services

BACKGROUND

This report is provided to update the Councillors and the community on matters of interest relating to Council's General Management, People and Finance and Corporate Services departments.

The function areas of Council covered by this report include:

- Governance
- Property Management
- Legal Issues
- Strategic and Operational Plans
- Corporate Communication
- Human Resources
- Financial Strategy and Management
 - Revenue and Rating
 - Grants
 - Loan Borrowings
 - Compliance
 - Related Policies
 - Financial Reporting
- Information Technology
- Budget Management
- Car Parking
- Customer Service

STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation.

DISCUSSION

1. GENERAL MANAGEMENT

1.1. Governance

Common Seal Register

The following documents have been signed under Council's seal for the July and August 2020 period.

REG/588	DCC & Devonport Playcentre - Lease Agreement	1/07/2020
REG/589	DCC & Don Cricket Club - Lease Agreement	2/07/2020
REG/590	DCC & Devonport Senior Citizens Club Inc - Lease Agreement	2/07/2020
REG/591	DCC & Devonport Gymnastics Club Inc - Deed of Loan	8/07/2020
REG/592	Street Trading By-Law No.1 of 2020	9/07/2020
REG/593	DCC & Spreyton Cricket & Community Club Inc - Lease Agreement	13/07/2020
REG/594	DCC & Devonport Tennis Club - Lease Agreement	13/07/2020
REG/595	DCC & Devon Netball Association - Lease Agreement	13/07/2020
REG/596	DCC & East Devonport Football Club - Lease Agreement	13/07/2020
REG/597	146 Durkins Road - PA2019.0046 - Vol 240284 Fol 1 - Final Plan of Survey & Part 5 Agreement	23/07/2020
REG/598	35 Fleetwood Drive - PA2018.0180 - Vol 179141 Fol 2 - Final Plan of Survey	23/07/2020
REG/599	Deed of Variation - Department of State Growth - Bus Stop Infrastructure Work	30/07/2020
REG/600	Adhesion of Title Fresh Freight Tasmania	3/08/2020
REG/601	Final Plan of Survey - PA2019.0102 Saltspray Investments 72a Hillcrest Rd Devonport	4/08/2020
REG/602	Final Plan of Survey - PA2017.0132 Gympie Pty Ltd 156 Melrose Road	4/08/2020
REG/603	DCC & Devonport City Soccer Club - Lease Agreement	7/08/2020
REG/604	DCC & Crown - Licence of Crown Land at Don River Rail Trail	7/08/2020
REG/605	Plan of Survey - PA2019.0061 - Volume 22426 Folio 10 - Coles Beach Road/Clare Crt	11/08/2020
REG/606	Tasmanian Parks and Wildlife Service Retail Agent (Consignment) Agreement: 1 Sept 2020 - 30 June 2021	17/08/2020
REG/607	Lease Agreement - DCC & DS Opco Pty Ltd - 17 Fenton Way	19/08/2020
REG/608	LTO Memorandum of Lease - 17 Fenton Way	19/08/2020
REG/609	Plan of Survey - PA2019.0177 - Volume 170386 Folio 22 - Tatiana Close	19/08/2020
REG/610	Plan of Survey - PA2019.0211 - Volume 112686 Folio 1 & Volume 112395 Folio 5	19/08/2020
REG/611	Julie Burgess Deed of Gift	26/08/2020
REG/612	2929-21 Black Spot Programme Funding - Department of State Growth - Don Road/Lovett Street/Sorell Street, Devonport	26/08/2020
REG/613	Lease - Devonport Community House - Community Gardens - 2 Morris Avenue, Devonport	27/08/2020
REG/614	Plan of Survey 0 PA2019.0007 (35912) Folio 31748/1- Sturzaker - 99 Cutts Road, Don	28/08/2020
REG/615	Final Plan of Survey - SA2003.0019 - Folio Ref 177496/50KR & SM Michell	28/08/2020
REG/616	DCC & Devonport Rugby Club - Lease Agreement	31/08/2020

Councillor's Attendance

Councillor's attendance up to 31 August 2020 is detailed as follows:

No. of Meetings Attendance	Council	Planning Authority		Workshops	Leave of Absence Approved during the period
		Member	Non Member		
	3	0		3	
Mayor Cr A Rockliff	3	0	0	3	
Cr J Alexiou	3	0	0	3	
Cr G Enniss	3	0	0	3	
Cr P Hollister	3	0	0	3	
Cr A Jarman	3	0	0	3	
Cr L Laycock	3	0	0	3	
Cr S Milbourne	3	0	0	3	
Cr L Murphy	3	0	0	3	
Cr L Perry	3	0	0	3	

1.2. Property Management Update

Council Officers worked on a number of property matters during July and August including the following:

- Lease extensions for Dulverton Waste Management and Albury Wodonga Community College Limited
- Returning finalised lease agreements under Council's Lease policies
- Sub-Licence agreements for Harbour Master Café and Julie Burgess Inc
- Discussions with Surf Club regarding Kiosk proposal
- On-site meeting at Drift and inspection at Harcourts
- Crown Land – planning and/or works approvals for: removal of tree at Mersey Bluff Caravan Park; camp kitchen and easy access toilet block at Mersey Bluff Caravan Park; pathway renewal along Don Reserve cycleway; e-Waste Shelter at Waste Transfer Station; Hand rail extension at Mersey Bluff; All-abilities access ramp at Mersey Bluff Beach; Finalised Licence Agreement with Crown (DSG) for the Don River Rail Trail
- Assist in finalisation of Commercial Lease Policy

1.3. Corporate Communication – July and August 2020

1.3.1. Devonport City Council Website

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

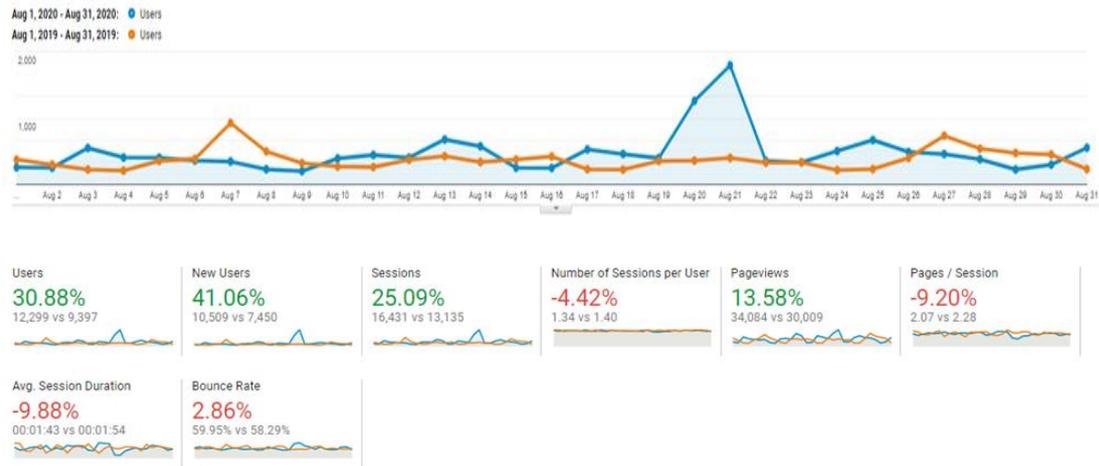
Devonport City Council Website Statistics	July 2020	August 2020
Total visitor sessions	13,276	16,431
Total page views	30,183	34,084
Top 10 Pages	<ol style="list-style-type: none"> 1. Forms and Payments 2. Contact us 3. Advertised Planning Permit Applications 4. Mersey Vale Memorial Park Cemetery Search 5. How to Contact Us 6. \$1.3m Hotel land sale settlement 7. Waste Transfer Station 8. Employment Opportunities 9. Dog Registration Form 10. Minutes & Agendas Devonport Council Meetings 	<ol style="list-style-type: none"> 1. Employment Opportunities 2. Forms and Payments 3. Contact us 4. Advertised Planning Permit Applications 5. Job Application – Parks and Reserves Serviceperson 6. How to contact us 7. Mersey Vale Memorial Park Cemetery Search 8. Waste Transfer Station 9. How to apply (for a position) 10. Minutes & Agendas Devonport Council Meetings
<p>Note: Most visitors to the website begin at the home page, but this is not listed in the top 10 pages, as it would be a normal starting point for most website visits.</p>		

Website statistics taken from Google Analytics

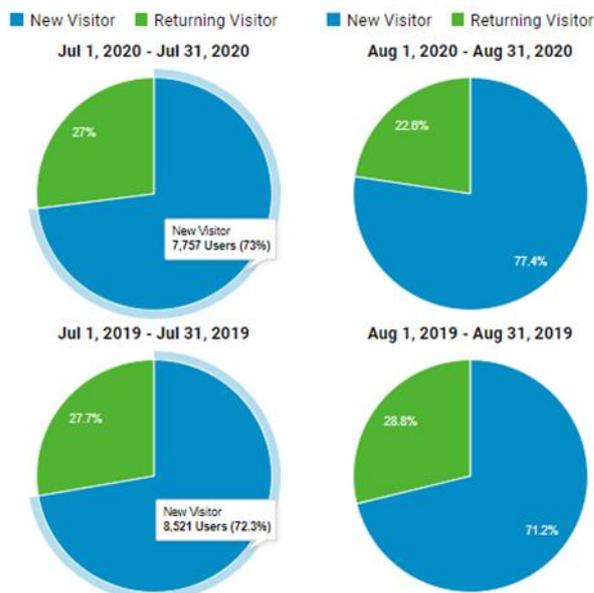
July 2020 (Verse 2019), Website Statistics



August 2020 (Verse 2019), Website Statistics



New Visitors verse Returning Visitors



1.3.2. Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council's community consultations. During the reporting period there were no community consultations.

1.3.3. Social Media

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

Council's corporate Twitter account (@devonportcity) was launched in December 2014. As at the end of August there were 625 followers. It is actively used to 'break' news to the media.

Council currently operates ten (10) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Jazz, Devonport Events, Visit Devonport, Bass Strait Maritime Centre, paranable arts centre, Living+Learning Devonport, Devonport Regional Gallery and Diamonds of Devonport). Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

Council's Marketing and Promotions team operate Visit Devonport, Devonport Food and Wine and Devonport Jazz Instagram accounts. The paranable arts centre runs the Devonport Regional Gallery and paranable arts centre Instagram accounts.

The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, media releases, Council events, emergency updates, community initiatives and road works. The community can ask questions of Council by sending a message via messenger or responding to a Council facebook post. Key questions or matters raised by the public are generally around Council's services and reports of community infrastructure needing repairs. Activity remains at its highest between 6:00pm and 9:00pm.

DCC Facebook Page Statistics	July 2020	August 2020
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	8,789 TY (7,909 LY) +11.1%	8,843 TY (7,961 LY) +11.1%
Facebook Engaged Users: Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	6,157 TY (8,039 LY) -23.4 %	10,509 TY (14,312 LY) -26.6%
Facebook Average Monthly Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	69,980 TY (88,897 LY) -21.3%	117,038 TY (116,470 LY) +0.5%

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

July 2020	August 2020
1. Devonport Sunsets, Image Credit Ian Macleod, 31/07/2020, 6.8K	1. Employment Opportunity: Parks & Reserves Serviceperson, 13/8/2020, 15K
2. Employment Opportunity: Customer Service & Project Officer, 30/7/2020, 7.9K	2. Highway East Devonport off-ramp closure, 26/8/2020, 13.4K
3. Miandetta toilet block damaged, 3/7/2020, 7K	3. Employment Opportunity: Waste Management Serviceperson, 8.8K
4. Waterfront Park Update, 30/7/2020, 6.2K	4. Nightscape, Mersey River Devonport, Image Credit Kelly Slater, 28/9/2020, 8.1K
5. Shining a Light on Fragile X Syndrome, 22/7/2020, 5.3K	5. Road Closure: A Section of Wright Street, 3/8/2020, 7.1K
6. Planned Power Interruption, East Devonport, 24/7/2020, 4.1K	6. Mersey Vale Memorial Park- fallen tree limb, 31/8/2020, 5.7K
7. Road Closure: A Section of Formby Road, 31/7/2020, 3.8K	7. Highway on-ramp closure from Formby Road, 26/8/2020, 5.1K
8. Sunset from Coles beach, Image Credit: Ian Macleod, 24/7/2020, 3.6K	8. Employment Opportunity: Civil Works Serviceperson, 13/8/2020, 4.2K
9. \$1.3 Hotel land sale settlement, 9/7/2020, 3.4K	9. Media Release: Electric Vehicle Fast Charging Station, 5/8/2020, 4.2K
10. Road Works Sheffield Road, 13/7/2020, 3.1K	10. Media Release: Devonport Food and Wine, 5/8/2020, 2.9K



Miandetta toilet block damaged.



Poppies on display at the Devonport Cenotaph

1.3.4. Videos

Council Officers have increased the use of video messages as a means to communicate with more members of the community.

Date video shared	Video Title	Facebook/YouTube/Council Website	Number of views
22/7/2020	Dog Registration Renewals	Facebook	346
27/7/2020	Council Meeting 27 July 2020	YouTube/ Council Website	153
29/7/2020	Paying Rates Online	Facebook	497
12/8/2020	Mayor's Message	Facebook/Council Website	962
24/8/2020	Council Meeting 24 August 2020	YouTube/ Council Website	102
25/8/2020	Rates	Facebook	396
26/8/2020	Mayor's Message	Facebook/Council Website	682

1.3.5. Publications & Media

During the month of July, Council issued eight media releases:

- Media Release CharlotteJack tenancy returns to Council
- Media Release Council extends support to local sporting clubs
- Media Release Business registration and licence extensions
- Media Release Devonport Regional Gallery reopening
- Media Release Bass Strait Maritime Centre reopening
- Media Release \$1.3m Hotel land sale settlement
- Media Release Devonport Jazz 2020 – A Festival in Retrospect
- Media Release Call for Entries tidal.20 Tasmanian Art Award

During the month of August Council issued five media releases:

- Media Release Devonport Food and Wine
- Media Release Electric Vehicle Fast Charging Station to be installed in the multi-level carpark
- Media Release 2021/21 Community Financial Assistance Scheme
- Media Release Changes to end of year events
- Media Release 2020 Festival of Learning

2. PEOPLE AND FINANCE

2.1 Human Resources

2.1.1. Recruitment

Staff positions advertised July and August 2020

Position	Department	Work Location
Customer Service & Project Officer	People and Finance	Bass Strait Maritime Centre
Waste Management Serviceperson	City Growth Infrastructure & Works	Waste Transfer
Design Officer	City Growth Infrastructure & Works	paranaple centre
Engineering and Development Officer	City Growth Infrastructure & Works	paranaple centre
Civil Works Serviceperson	City Growth Infrastructure & Works	Civil – Lawrence Drive
Parks & Reserves Serviceperson	City Growth Infrastructure & Works	Parks & Reserves – Lawrence Drive

Staff Appointments July and August 2020

Position	Name	Department	Work Location
Design Officer – Casual	Amandeep Singh	City Growth Infrastructure & Works – Engineering	Working from home arrangement

Staff Departures July and August 2020

Position	Name	Department	Work Location	Date Effective
Parks & Reserves Serviceperson	Leigh Taylor	City Growth Infrastructure & Works	Parks & Reserves, Lawrence Drive	08/07/2020
Project Officer	Sarah Beckett	People & Finance	Bass Strait Maritime Centre	15/07/2020
Civil Works Serviceperson	John Medcraft	City Growth Infrastructure & Works	Civil, Lawrence Drive	06/08/2020
Statutory Compliance Officer	Stephen Bradley	Corporate Services – Development & Health	paranaple centre	28/08/2020

Workers Compensation

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Gross value incurred by the Insurer (including estimates)
30/6/2021*	2 claims	2	\$31,312.03
30/6/2020 *	6 claims	2	\$ 37,587.63
30/6/2019	12 claims	0	\$367,635.91
30/6/2018 *	6 claims	1	\$ 87,767.98
30/6/2017	7 claims	0	\$ 27,839.69
30/6/2016	20 claims	0	\$128,445.62

Commentary:

* Claim/s remaining open in this year ending.

New Workers Compensation claims for the period

No new claims lodged in July 2020 and two new claims lodged in August 2020.

2.1.2. Work Experience

Due to the current COVID-19 restrictions, we are not accepting any work placement students until further notice.

2.1.3. Staff Training

Skills Tasmania announced a release of Train Now funding designed to respond to the COVID 19 Pandemic in May 2020. Businesses could submit submissions for funding for short courses to assist staff to quickly and efficiently gear-up or maintain service levels for customers. Human Resources were successful with their submission and received funding for 8 employees to complete 2 free Lean Short Courses through an online platform to support immediate and ongoing improvements, targeting safety, improvements in efficiency, waste reduction, employee morale and costs.

Training Description	No of employees	Department
Lean training units, Review Competitive Systems & Practices and Apply 5S Procedures – online	8	Corporate Services and People & Finance

Training Description	No of employees	Department
Covid induction	1	Corporate Services Parking
CIA Works – customer requests training	1	Corporate Services Parking
Truck licence	1	City Growth Infrastructure & Works
LGMA Challenge	6	Various
Asset Management & Defensible budget/dynamic stakeholder engagement – online (2 x 1 hr webinars)	1	City Growth Infrastructure & Works
Contractor management (2 hrs)	1	Corporate Services – Development & Health
Safety Risk & Insurance in Volunteering – Webinar	1	Corporate Services – Development & Health
HR Special Interest Group – ½ day, online forum	1	People & Finance
Microsoft Sharepoint Training (online 1 hr)	35	Various
Post Graduate studies Environmental Health	1	Corporate Services Development & Health
Progression of units in Diploma of Leadership & Management	1	People & Finance
Progression of units in Cert III Horticulture	1	City Growth Infrastructure & Works
Progression of units in Cert IV Leadership & Management	1	Corporate Services – Development & Health
Introductory tips searching O365 & sharepoint (online)	10	various
LG Professionals Master class – “What Makes a Leader” (online 2 hrs)	1	Corporate Services Community Services
Suicide Prevention Training	1	Corporate Services Community Services
Project Transform	1	Corporate Services Parking
Webinar SHIFT Happens	2	Corporate Services Records

2.1.4. Health & Wellbeing

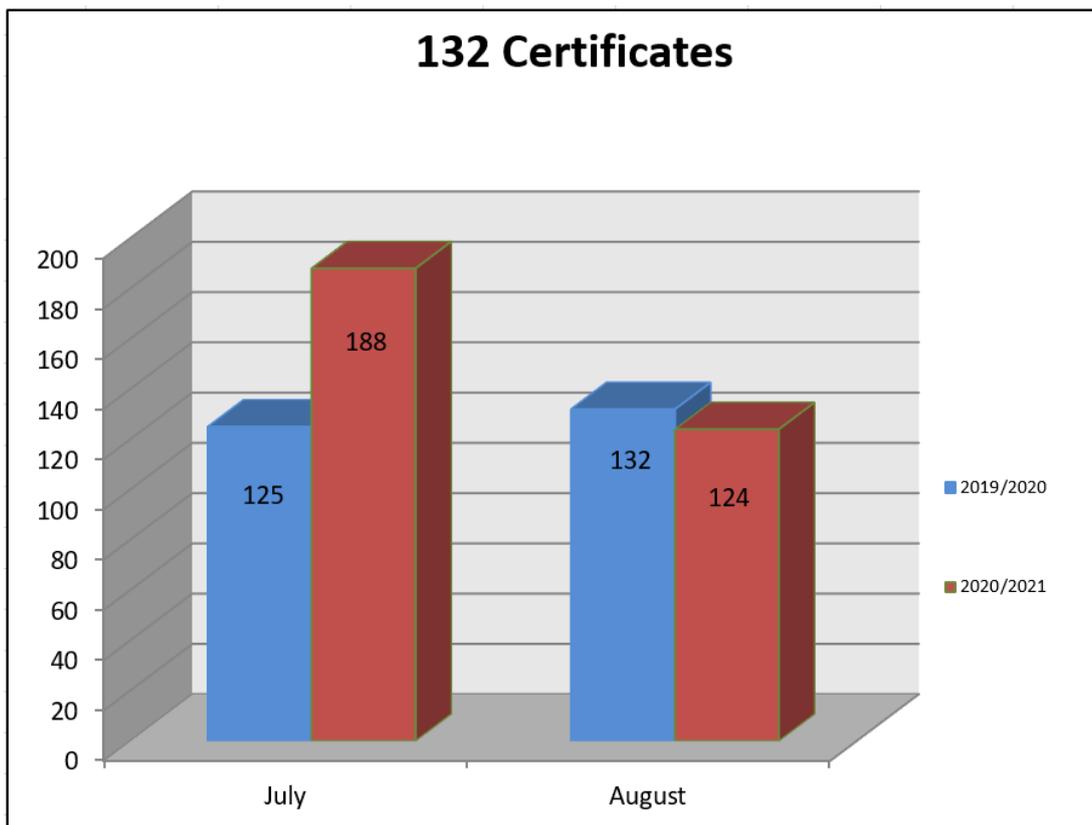
The following activities and initiatives were promoted for July and August:

- Donate Life Week July 26 – August 2
- Dental Health Week
- Promotion of Council's bike program
- National Stroke Week
- Council Blood Challenge
- Burnie 10 – promotion of virtual race for 2020
- Mental Health & Wellbeing Support information – COVID resources
- Promotion of the 5 key COVID safe behaviours
- Employee Assistance Provider - CLS

2.2. Finance

2.2.1. Certificates

During the months of July and August 2020, the Finance Team issued 312 Section 132 certificates under the *Local Government Act 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



2.2.2. Rate Statistics

Percentage of Rates Paid*

	2018/2019	2019/2020	2020/2021
July	13.90%	10.47%	12.48%
August	38.62%	37.32%	35.90%

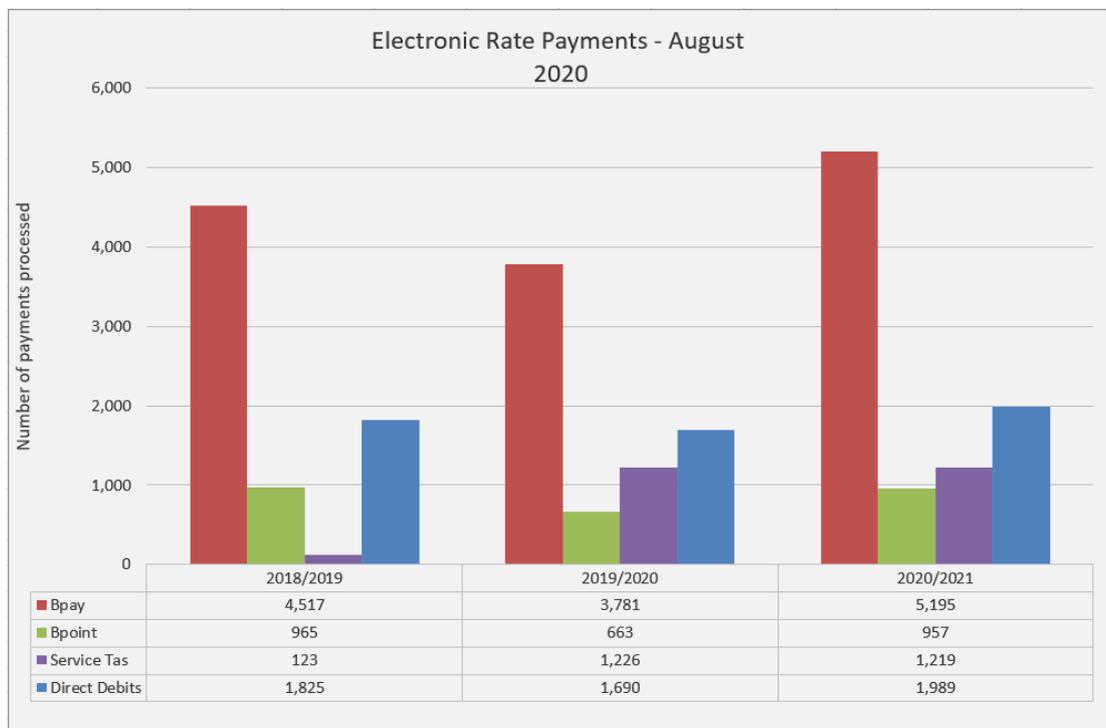
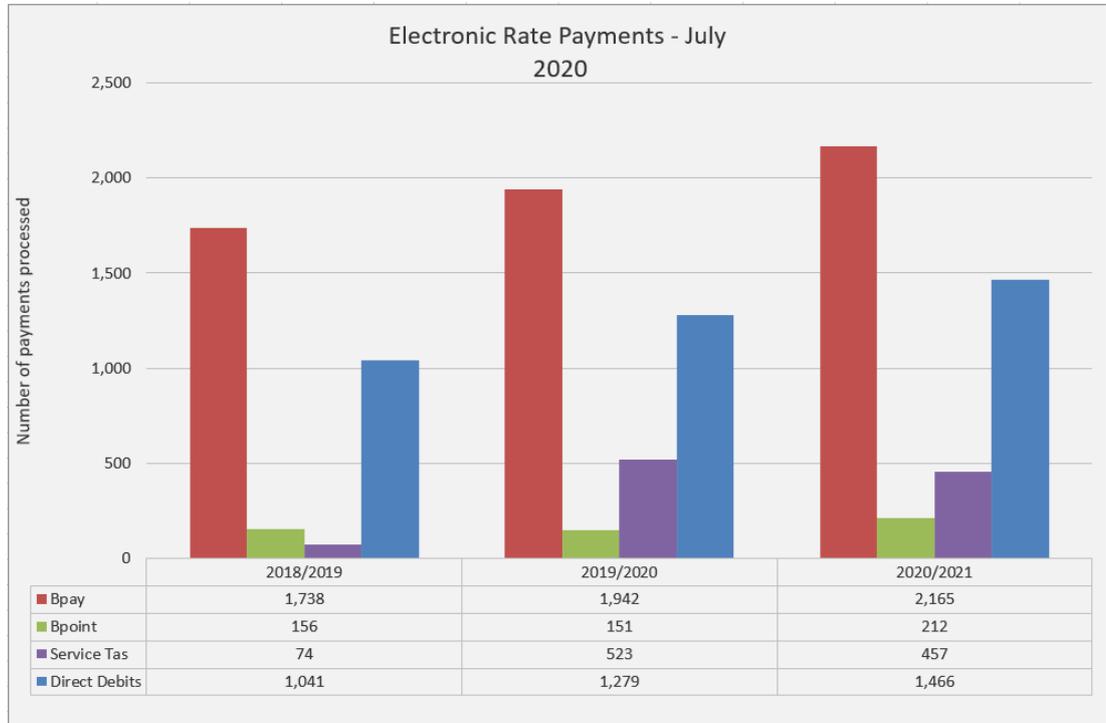
***Please note the Rate statistics include rates paid in advance.**

As at the end of August, Council received nine enquiries or applications for financial hardship assistance from commercial ratepayers and one application for financial hardship assistance from a residential ratepayer under the Financial Hardship Assistance Policy.

The applications resulted in one commercial ratepayer and one residential ratepayer receiving assistance by deferral of rate payments to 31 March 2021 and waiving any applicable late payment penalties.

The majority of early enquires from commercial ratepayers did not result in assistance being provided as these business were able to pay instalments as they became due.

Number of Electronic Rate Payments Processed



2.2.3 Finance Report

The attached reports provide an overview of Council's financial position and year to date operating result as at 31 August 2020.

Included in the report are the following:

Financial Summary – This report provides an overview of Council's Operational and Capital Income and Expenditure, along with details on cash position and Debtors information for the reporting period, including commentary on material movements between budget and actual revenue and expenditure for the period. Any impact of COVID-19 on the financial result of Council is noted in this report.

Summarised Operating Report – This report provides a summary of operational income and expenditure for the period to date compared to both the YTD Budget and Annual Budget.

Financial Charts – These charts provide a visual representation of year to date Income and Expenditure compared to budget and prior year, plus a Capital Expenditure chart which demonstrates the progress of the current year capital plan against budget and prior year capital plan information for reference.

Balance Sheet Report – This report provides a snapshot of Council's financial position at the end of the reporting period.

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, year to date expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year

3. CORPORATE SERVICES

3.1. Parking

3.1.1. Parking Statistics

July

Income – Car Parks (Total)	19/20	20/21	Commentary
July	\$59,899	\$46,990	Reduction in carpark usage due to Covid-19.

Income from Meters	19/20	20/21	Commentary
July	\$31,655	\$30,260	Good indication that CBD activity is returning to normal.

Infringements Issued	19/20	20/21	Commentary
July	1055	1609	Infringement management software experienced issues in the previous year. Stats for July 2020 are closer to the yearly average.

Income – Multi-level Car Park	19/20	20/21	Commentary
July	\$17,028	\$11,425	Reduction in carpark usage. Many office workers continue to work remotely.

Total Parking Income	19/20	20/21	Commentary
July	\$177,520	\$162,171	Overall reduction impacted by COVID-19 and reduced activity in the CBD.

August

Income – Car Parks (Total)	19/20	20/21	Commentary
August	\$88,067	\$76,565	Reduction in carpark usage is largely attributed to employees continuing to work from home.

Income from Meters	19/20	20/21	Commentary
August	\$63,356	\$59,051	Good indication that CBD activity is returning to normal.

Infringements Issued	19/20	20/21	Commentary
August	799	1193	The Infringement management software has been more reliable this year and the number of infringements issued is closer to the monthly average of previous years for the month of August.

Income – Multi-level Car Park	19/20	20/21	Commentary
August	\$17,933	\$14,654	Reduction in carpark usage.

Total Parking Income	19/20	20/21	Commentary
August	\$207,306	\$206,526	Positive outcome for August indicating that CBD activity is returning to pre COVID-19 levels.

Total parking income YTD	19/20	20/21	Commentary
August	\$384,827	\$368,698	Tasmania lifted most restrictions in the last week of June. Parking revenue is slightly less than this same period last year impacted predominantly by reduced activity in the month of July.

COMMUNITY ENGAGEMENT

The information provided above provides details relating to community engagement.

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

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

CONCLUSION

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

ATTACHMENTS

1. Financial Summary as at 31 August 2020 [**6.4.1** - 5 pages]
2. Capital Expenditure Report [**6.4.2** - 3 pages]

RECOMMENDATION

That Council receive and note the Governance and Finance report.

6.5 COMMUNITY SERVICES REPORT - JULY AND AUGUST 2020

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

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

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report provides a summary of the activities undertaken in the Community Services Department for the period July and August 2020.

BACKGROUND

This report is provided to update the Councillors and the community on matters of interest relating to Council's Community Services department

Community Development improves the ability of communities to collectively make better decisions about the use of resources such as infrastructure, labour and knowledge. A diverse range of strategies are employed by Council to deliver Community Development outcomes.

STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

- Community Services and Engagement
- Recreation and Sports Development
- Events and Marketing
- Environmental Sustainability

DISCUSSION

1. COMMUNITY SERVICES

1.1. Community Services Manager's update

- Attendance at Local Government Professionals' Management Challenge and subsequent announcement of award winners;
- Live and Learn Steering Group meetings;
- Festival of Learning planning meetings;
- Attended internal COVID-19 Working Group meetings;
- Safeguarding Volunteering project meetings with Volunteering Tasmania;
- Attended the Rotary Club of Devonport's dinner meeting to provide an update on the all abilities playground installation;
- Telephone discussions with State Health regarding COVID-19 clinic;
- Attendance at North West Regional Social Recovery Committee meetings;
- Attendance at presentation regarding Retail Precinct Report to key stakeholders
- Onsite meeting at Miandetta Primary School with Rotary Club of Devonport North
- Meeting at Don Hall with Don Market owner

- Attendance at first meeting of Sports Infrastructure Master Plan Working Group
- Attended Cradle Coast Local Government Professional's Annual General Meeting

1.2. Social Recovery Action Plan update

Following the adoption of the Devonport Social Recovery Action Plan, fortnightly meetings are being held with the Social Recovery Committee to identify critical needs and required resources.

To date, some of the key actions to be undertaken are:

- Representation at North West Regional Recovery Committee meetings;
- Signed up as a contact point for Rapid Relief Team (RRT) – provision of food packages;
- Council's COVID-19 website page continues to remain relevant and updated as required;
- Information from State's Public Information Unit disseminated as required;
- Community Services newsletter distributed on a regular basis to a wide range of Council's distribution lists; and
- List of key community contacts/organisations and health and wellbeing services being developed.

1.3. Events/Programs/Activities

1.3.1. 'Square Peg' Project

The Square Peg program continues to be delivered each Tuesday afternoon between the Space Education Centre and Devonport Recreation Centre. Council's Community Development and Volunteer Coordinator runs the program in partnership with the Education Department ('Space Program') with up to six young students attending on a part time basis.

1.3.2. Seniors Week

Council has two projects that will be delivered for Seniors Week. "A Treat to Eat" which calls on community members, businesses and schools to make a non-perishable food and/or toiletries donation to be included in a care package which will be then be distributed to seniors in the community.



Council has also engaged with local cafes who have been supportive and expressed interest in being part of "Its Our shout to Come Back Out". Seniors within our community will receive a Seniors Week information pack, which will include a token (voucher) for a free coffee at a participating business. This

program aims to give seniors the opportunity to venture out in a COVID safe manner, whilst also supporting local businesses.

Council will also collate a 'What's Happening for You In Devonport In Seniors Week' Calendar.

1.3.3. **Commuter Café**

Council received a grant for a commuter café through Healthy Tasmania. The commuter café is a way to encourage people to get back on their bikes with the reward of a free breakfast and information with guest speakers also attending. The café is currently in the planning stages with eight events in total to be held from October 2020 and into early 2021.

1.3.4. **Community Services Newsletter**

A regular online Community Services newsletter was developed to communicate a wide variety of information to the community during the COVID-19 pandemic.

The newsletter is being used to disseminate information about:

- COVID-19 Updates;
- Grants available to the Community;
- Available assistance;
- Health programs and initiatives;
- Events;
- Community projects; and
- Updates from across Council.

Past editions can be found on the Council Website located at: <https://www.devonport.tas.gov.au/live/your-community/community-services/newsletter/>. A form to subscribe to the newsletter can also be found at this address.

The newsletter has proved a popular method of communication, with Council receiving feedback that it was being shared throughout the North West. An added benefit of the newsletter is the reporting that gives Council visibility to those topics that are of greater interest to the community. During July and August, four editions were published. The most popular links accessed via the Newsletter were:

	Title	Website
1 st	Seniors Week 2020 Expression of Interest	Devonport City Council Website
1 st	Living well in the COVID-19 Pandemic	Department of Health
3 rd	Media Release: Expressions of Interest vacant space Devonport Recreation Centre	Devonport City Council Website
	COVID-19 Grant Opportunities	Devonport City Council Website
	Mayors Message 15 July 2020	Devonport City Council Website
	Financial Assistance – Major and Minor Grants	Devonport City Council Website
	No Spray register	Devonport City Council Website
	The Grief Recovery Specialist	The Grief Recovery Specialist
	Media Release: Replacement of Spirit of Tasmania Ferries	Devonport City Council Website
	Tas Government Emergency food relief	Tasmanian Government



Seniors Week



Wildlife Photographers - Twitching – Don Reserve

1.3.5. Jazz Festival 2020

With Devonport Jazz 2020 being cancelled due to COVID-19 restrictions, an alternative approach was developed that leveraged footage from Jazz festivals over the years going as far back as 2006. "Devonport Jazz In Retrospect" featured video footage daily on the Devonport facebook page throughout July. On the week of what was to be the 2020 festival (beginning 20 July), a YouTube Channel of the video series was launched, with 80+ videos. With more material available, the collection of videos will be added to in coming months. Festivals in the future will also supply more material for the YouTube channel, forming a fairly comprehensive library of Devonport Jazz performances.

1.3.6. Festival of Learning 2020

The Marketing & Events team supported the Live + Learn Steering Group in developing the month-long Festival of Learning to be held throughout September. The team developed this year's logo, calendar, website materials and published the 'Simple Living Tips' booklet.



1.3.7. Devonport Food and Wine 2020

Meetings with the Devonport Food and Wine Working Group have recommenced. The Marketing and Events team continue to build on work that commenced at the beginning of the year. Expressions of Interest documents were sent out to a large database of venues and producers. The Devonport Food & Wine event calendar is currently being finalised for the October festival.



1.3.8. December 2020

With Carols By Candlelight and the community New Year's Eve event cancelled for this year, and many Christmas events, including the Parade, in doubt, Council officers have begun to develop ideas for COVID safe events during December. The revised approach may include a calendar of events throughout the month, incorporating in-person and online events and competitions administered by Council, along with suitable events hosted by community groups. The intention is to work with many segments of the community to include retailers, schools and community organisations, to create a month-long "festival" to fill the gaps left by the cancellation of events that involve large gatherings.

1.3.9. Assistance to Community Development

Assisted the Natural Resource Management Officer with promotional materials for the Dogs' Lunch at Coles Beach, and Bat Discovery Night at the Kelcey Tier Greenbelt. The team also assisted with the Expressions of Interest for Seniors Week.

1.3.10. External Events

External Event applications have started to come in for activities in October and November.

1.3.11. Environmental Sustainability

NRM Volunteer Statistics for July and August 2020

Program	Attendance	Total Hours
Friends of Don Reserve July – three meetings at the Don Reserve where the last planting for the season was finished off	31	62hrs
Friends of Don Reserve August – two meetings – weeding of garden escapees and declared weeds	19	38hrs

1.4. Financial Assistance

1.4.1. Rate Remissions

2020-2021 applications for Community Rate Remissions were open for local non-profit organisations from 1 July until 31 August 2020.

Granting a full or partial remittance of the general rate is one way Council supports and assists local non-profit organisations to help meet the needs of Devonport residents.

1.4.2. COVID Impact Grants

Council acknowledges that a number of local community and sporting organisations within the Devonport local government area have been financially impacted by the pandemic and therefore funds have been allocated to financially assist those impacted. The COVID Impact Grant offers up to \$2,500 to eligible applicants, with applications being accepted until 30 September 2020.

1.4.3. Major and Minor

The Community Grants Program supports community organisations for one-off projects, events and activities through Major and Minor Grants. Applications are being accepted until 30 September 2020 for:

- Major Grants offer up to \$25,000 to successful applicants
- Minor Grants offer up to \$3,000 to successful applicants



COVID-19 Impact



Major & Minor

1.5. Community Partnerships

1.5.1. Council and Community Partnerships

Council partners with a diverse range of community-based organisations to achieve shared objectives.

Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Lions Club (Taste the Harvest)	2 year Agreement 29 November 2021	\$ 5,000 P/A
Devonport Brass Band	3 year Agreement 30 June 2021	\$10,000 P/A
Devonport Community House	3 year Agreement 30 June 2022	\$18,000 P/A
Devonport - Cradle Country Marketing Group	Extended to June 2020	\$17,500 P/A
Devonport Men's Shed	3 year agreement June 2022	\$ 8,000 P/A
Devonport Motor Show	5 year Agreement 29 January 2024	\$ 2,500 P/A
Devonport Surf Club	3 year Agreement 1 July 2022	\$ 2,000 P/A
Tasmanian Arboretum	2 year Agreement 1 July 2022	\$22,000 P/A
National Trust of Australia – Home Hill operations	3 year Agreement October 2022	\$28,000 P/A
City of Devonport Eisteddfod	3 year Agreement – 2019 - 2021	\$10,000 P/A
Youth and Family & Community Connections	5 year Agreement 29 Jan 2024	Rental agreement/Youth services - in kind funding

1.6. Recreation, Health and Wellbeing

1.6.1. COVID-19 Testing Clinic – Girdlestone Park and East Devonport Recreation and Function Centre

The COVID-19 testing clinic remains operational at the East Devonport Recreation Centre Community Rooms. Council has agreed to a request from State Health to extend the term of their occupation until 31 January 2021.

1.6.2. Grants Update

Meercroft Park Facilities Upgrade

The upgrade of sporting facilities at Meercroft Park are well underway, with the project 25% completed at the end of August.

Aerial images of the site provided below.



Girdlestone Park, East Devonport Football Club Female Changerooms

All approvals and permits have now been approved, building works will commence late-September 2020.

Devonport Oval, Devonport Football Club Changerooms Redevelopment

This project is in the design stage with construction expected to start in late 2020

1.6.3. Major Sporting events held in July and August 2020

Sporting Event	Dates 2020	Venue
BTAS School Holidays clinic	16 & 17 July	Stadium DRC
Van Diemen Rollers, game	25 July	Stadium DRC
Futsal, School Championships	27 & 28 July	Stadium & YC DRC

1.6.4. Upcoming Major Sporting events in 2020

Sporting Event	Dates 2020	Venue
Basketball TAS Under 12 State Championships – to be confirmed	October	Stadium DRC
Netball Tournament	November	Devon Netball Centre
Australian Futsal Islanders Cup	November	Stadium DRC
City of Devonport Tasmanian Open Squash Open	December	Squash Courts DRC
Tour of Tasmania Cycling Event - GTR Events – to be confirmed	December	Streets around Devonport Oval

1.6.5. Health and Wellbeing Programs

Council's Tai Chi and seniors' programs resumed in July at the Devonport Recreation Centre.

1.6.6. Participation Across Community Services Facilities and Events

Facility	Customers through the Door	Customers through the Door
	July 2020	August 2020
East Devonport Recreation and Function Centre	Not available due to COVID-19 Test Clinic	Not available due to COVID-19 Test Clinic
Devonport Recreation Centre	Not available	6,845
TOTAL		6,845

1.6.7. Special events held at the DRC for July and August 2020 are listed in the table below:

Special Events – Devonport Recreation Centre	Date
BTAS under 10 competition	22/8/2020
Van Diemen Rollers' Game	29/8/2020
Reece High Grade 6 taster days	28 & 31/8/2020
Total	3

1.6.8. Recreation Facilities Usage

Recreation Usage			
Facility	Room/Ground	Number of Bookings July	Number of Bookings August
Devonport Recreation Centre (DRC)	Judo Room	0	9
	Meeting Room	0	6
	Sauna	0	30
	Squash	0	30
	Stadium	0	140
	Table Tennis Building	0	82
	Youth Centre	0	81
Total DRC		0	378
East Devonport Recreation and Function Centre (EDRFC)	Community Room	0	0
	Stadium	0	36
Total EDRFC		0	36

COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

FINANCIAL IMPLICATIONS

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

No impact on Council's operating budget is expected as a result of this recommendation.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That Council receive and note the Community Services report.

6.6 CONVENTION AND ARTS REPORT - JULY AND AUGUST 2020

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

Endorser: **Kym Peebles, Executive Manager People & Finance**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report provides a summary of the activities undertaken in the Convention and Arts department for the period July and August 2020.

BACKGROUND

This report is provided to update the Councillors and the community on matters of interest relating to the Convention and Arts department.

Council provides a range of cultural, recreational and entertainment experiences to assist people to connect and engage with each other in developing a strong sense of belonging, community spirit and quality of life.

The paranple convention centre is an important economic driver for Devonport, encouraging business opportunities in Devonport and supporting local contractors.

STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

Convention and Arts Development

- paranple convention centre
- paranple arts centre
- Devonport Regional Gallery
- Town Hall Theatre
- Bass Strait Maritime Museum
- Visitor Information Centre and Tourism

DISCUSSION

1. ARTS AND CULTURAL DEVELOPMENT

1.1. Convention & Arts Centre Director update

- The majority of Convention and Arts staff have now transitioned from remote work to return-to-office;
- Director participated in the Local Government Management Challenge;
- Facilitated tour of cultural collections storage with Councillors and Executive Management Team;
- Facilitated several meetings with Julie Burgess Inc regarding the handover of the *Julie Burgess*;
- Participated in various Tasmanian performing and visual arts sector information sessions; and
- Participated in various Victorian Association of Performing Arts Centres (VAPAC) COVID-19 pandemic industry forums.

1.2. Devonport Regional Gallery

1.2.1. Gallery Exhibitions

Recent Acquisitions

Works from the Devonport City Council's Permanent Collection

Main Gallery: 13 July 2020 – 19 September 2020

The Devonport Regional Gallery has since 2011 focused on acquiring works by Tasmanian artists to build a Permanent Collection that is a unique and a cumulative record of professional artistic activity within Tasmania. This exhibition showcases works that have been acquired through donations, the Tidal Award, and the Devonport City Council acquisition fund from 2014 until 2020.

Artists featured in exhibition: Rodney Pople, Anton Holzner, Kelly Austin, Lisa Garland, Garry Greenwood, Jessie Pangas, Nerida de Jong, Gerald Makin, Katherine Hattam, Anne Morrison, Joel Crosswell and Julie Fragar.

This is Us

Local young people from Devonport High School, Space for Learning, Reece High School and Don College Devonport have explored Australian cultural identity using imagery and text. The resulting artworks were made in a range of media, and investigated personal symbolism and language to communicate self-identity, cultural concerns, attitudes, values and beliefs. The exhibition can be viewed on the Gallery's blog as well as on-site since re-opening in July.

Portrait of a Place Tasmanian Photography from the DCC Permanent Collection

Upper Gallery: 13 July – 14 November 2020

This exhibition features works by Tasmanian photographers, including portraiture, landscape photography and photographs of urban spaces. These works explore the natural Tasmanian environment, the urban spaces built within this environment, and how we create our own places within it. The exhibition also includes works by Tasmanian photographers whose interests and experiences have drawn them overseas, these contrasting images highlighting the uniquely Tasmanian experience of place.

Artists featured in exhibition: Julia Davis, Peter Dombrovskis, Lisa Garland, David Martin, Ricky Maynard, Geoffrey Parr, Troy Ruffels, Ilona Schneider and Brian Sollors. Curated by Erin Wilson.

tidal.20: City of Devonport Tasmanian Art Award

Entries to *tidal.20* opened on 31 July. The Award is a biennial, acquisitive award to which Artists are invited to submit 2 or 3-dimensional artworks that reflect on the theme of tidal – the natural, cultural, personal or political concerns related to the sea and coastal regions. The preselection and judging will be done by Janet Carding, Director of Tasmanian Museum and Art Gallery, Patrick Sutczak, Associate Lecturer in Art, School of Creative Arts UTAS and Deborah Malor, Honorary Associate, Visual Arts and Design, Queen Victoria Museum and Art Gallery.

1.2.2. Staff

Staff undertook webinar training through Australian Museums and Galleries Association in Provenance.



Ellina Evans examining one of the oldest works in the Permanent Collection *Boats on the river Mersey*, 1901 by Arthur Merric Boyd.

1.2.3. DRG Committee Update

Friends of the Gallery

The July and August Committee meetings were cancelled due to the COVID-19 pandemic.

The Droogs

The Gallery's youth committee, The Droogs, have cancelled meetings and workshops due to the COVID-19 pandemic.

1.2.4. Education and Public Programs

The Creative Learning and Public Programs Officer has developed Home Is Where the Art Is, available on-line in lieu of the regular Youth Art, Create and Make, Pop-Up toddler and School Holiday Programs. The majority of the programs are inspired by works from the Devonport City's Permanent Collection.



Home Is Where The Art Is: Cassandra and Jeremiah painting (L) Oscar at work (R)

Home Is Where the Art Is	
Material Packages are available to be picked up from pac or Devonport Library. Weekly online activities open to the public: running for one week as dated but available on-going on website.	
Surreal Landscape Dioramas with Rodney Pople	25 June – 1 July
The Human Figure & Form	2 – 8 July
Stained Glass Landscapes inspired by Mandy Hunniford	9 – 15 July
Linear Landscapes	16- 22 July
Whimsical Wind Drawings	23- 29 July
Paper Portraits	29 July – 4 August
Winter Woolly Yarn-Scapes	6- 12 August
My Mixed Media Family	13- 19 August
Up Up and Away!	20- 26 August
Bubble Prints - Abstract Art Project I of III	27th August – 2nd September.

1.3. Bass Strait Maritime Centre

1.3.1. Bass Strait Maritime Centre Update

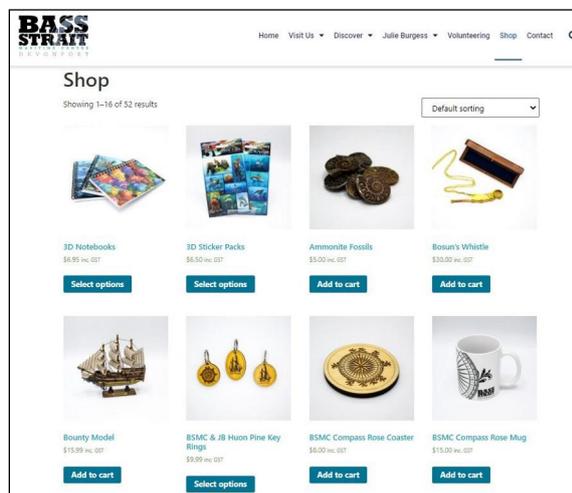
The Centre has been closed to the public since 24 March 2020, however plans are underway to re-open the facility from 3 October. The Centre will open on weekends only, during the hours of 10am to 3pm. Visitors will be able to take advantage of the extended season of the Cats & Dogs all at Sea exhibition as well as the permanent collection on display.

Throughout the closure, staff have continued to use social media to engage new and continuing audiences; work on auditing the collection stored at Lawrence Drive; rehoused and catalogued collection items; and developed an online shop.

There have been no sailings of the *Julie Burgess* and no public programs.

Online Shop

After the launch of the Centre's online shop in June, it is positive to note that transactions have included purchases from interstate customers. (<https://www.bassstraitmaritimecentre.com.au/shop/>)



Current and Upcoming Exhibitions Calendar

The exhibition calendar for the remainder of 2020 and into 2021 has been reworked to account for the COVID-19 shutdown period. Staff have sought and received permission to extend the Cats and Dogs All at Sea exhibition from the Australian National Maritime Museum.

1.3.2. Education and Public Programming

Due to the COVID-19 pandemic shutdown, no public programs or education programs have been run in July and August. Public programming will not likely resume until the lifting of Stage 3 restrictions.

1.3.3. Julie Burgess

A Deed of Gift was signed on August 26 between Council and Julie Burgess Inc to transfer ownership of the *Julie Burgess*.

1.4. Town Hall Theatre

1.4.1. Theatre Performances and Events

The Town Hall Theatre was closed between 1 July to 31 August 2020 due to the COVID-19 pandemic.

1.5. Participation Across Arts and Cultural Development Facilities

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

Facility	Visitors July 2020	Visitors August 2020
paranaple arts centre, including DRG	1,191	1,070
Town Hall - Audience	Closed	Closed
Bass Strait Maritime Centre	Closed	Closed
Julie Burgess	Closed	Closed
Total	1,191	1,070

1.6. paranaple convention centre

1.6.1. Meetings at paranaple convention centre

For July and August, the DCC meeting rooms held 98 events along with 6 events in the convention centre. Total attendance of 1,238 patrons

Events held in the paranaple convention centre:

Event	Presented by	Audience Attendance
COVID Small Business Grants	Department of State Growth	24
Training Day	Tasmanian Fire Service	20
Blinded by the Light Film	North West Film Society	91
Training Day	Tasmanian Fire Service	20
Big Ideas in Number: Developing a Robust Understanding for Prep to Year 2	Professional Learning Institute	32
North West Service Providers Forum	Catholic Care	52



Blinded by the Light Film hosted by the North West Film Society

1.7. Tourism

1.7.1. Tourism Development Strategy

Staff continue to utilise video meetings with the TVIN (Tasmanian Visitor Information Network).

Staff from the paranable arts centre were able to attend and participate in the TVIN Annual General meeting and liaise with other centres from around the state.

1.7.2. Regional Tourism Organisation (RTO)

Staff from the paranable arts centre had the opportunity to attend a recent RTO event hosted by Tom Wootton from West x North West, this event also provided an update regarding the T21 Visitor Economy Action Plan from Luke Martin and the Tourism Industry Council Tasmania.

COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

FINANCIAL IMPLICATIONS

Any financial or budgetary implication related to matters discussed in this report will be separately reported to Council. There is not expected to be any impact on the Council's operating budget as a result of this recommendation.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That Council receive and note the Convention and Arts report.

6.7 ELECTED MEMBERS EXPENSE REPORT JULY - AUGUST 2020

Author: **Jacqui Surtees, Executive Officer**

Endorser: **Kym Peebles, Executive Manager People & Finance**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To detail expenses of the Mayor and Councillors.

BACKGROUND

This report is a regular bi-monthly update on the costs associated with the payment of allowances and expenses for Councillors.

STATUTORY REQUIREMENTS

Under the *Local Government Act 1993*, Council is required to publish details of the total allowances and expenses paid to the Mayor, Deputy Mayor and Councillors in its Annual Report, however there is no obligation to do so at any other time.

DISCUSSION

Expenditure processed for the months of July and August 2020 is detailed below:

Mayor, Cr Annette Rockliff

\$57 – Telephone

Councillors

\$368 - iPads

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There are no identified risks in relation to this report.

CONCLUSION

Expenses are reported in accordance with Council direction.

ATTACHMENTS

1. Councillor Remuneration Schedule 2020-21 as at 31 August 2020 [6.7.1 - 1 page]

RECOMMENDATION

That it be recommended to Council that the bi-monthly report advising of Councillor allowances and expenses be received and noted.

6.8 ANNUAL PLAN PROGRESS REPORT TO 31 AUGUST 2020

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.5 Maintain and monitor a fully integrated strategic and business planning process

SUMMARY

To provide an update on the progress of the 2020/21 Annual Plan as at 31 August 2020.

BACKGROUND

Council adopted its 2020/21 Annual Plan on 22 June 2020. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

STATUTORY REQUIREMENTS

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

DISCUSSION

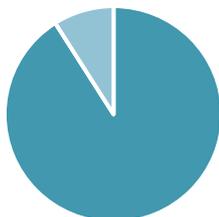
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

- The Men's Shed are in the process of constructing nesting boxes for the critically endangered Swift Parrot.
- Council has resolved to join the Cities Power Partnerships Program and pledge to reduce emissions.
- Work is underway to progress a new toilet block at Horsehead Creek
- An investigation into improving pedestrian safety and restricting vehicular access at Pioneer Park is underway.
- Planning to facilitate a familiarisation tour for local and regional tourism operators has commenced.
- Planning for the October Food and Wine Festival is well underway.
- The first meeting of the Sports Infrastructure Master Plan Committee has been held.
- A number of programs have recommenced for 20/21, including the Square Peg Project, Health and wellbeing programs for seniors and Tai Chi at the Recreation Centre.
- Planning is in process for Seniors Week activities.
- The first round of Financial Assistance grants has opened, with the inclusion of a COVID Impact Assistance Grant.

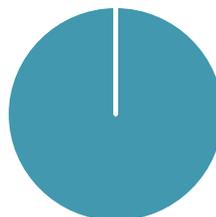
Progress comments are provided for each action in the Progress Report. Following are graphical snapshots of Council's performance against each Strategic Goal and actions overall across the organisation as at the 31 August 2020.

2020/21 AP Actions - Organisation



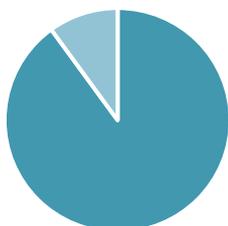
■ On Track - 91% ■ Off Track -9%

Goal 1 - Living Lightly on our Environment



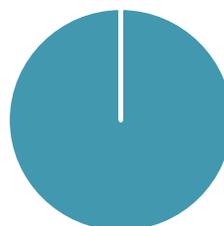
■ On Track - 100% ■ Off Track - 0%

Goal 2 - Building a Unique City



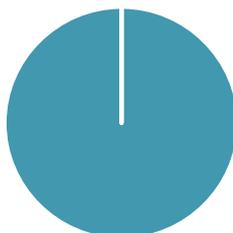
■ On Track - 90% ■ Off Track -10%

Goal 3 - Growing a Vibrant Economy



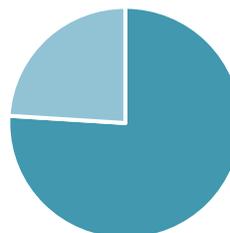
■ On Track -100% ■ Off Track - 0%

Goal 4 - Building Quality of Life



■ On Track - 100% ■ Off Track - 0%

Goal 5 - Practicing Excellence in Governance



■ On Track - 76% ■ Off Track - 24%

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There is always a risk that actions will not be achieved on time, however, no issues have been identified based on the current status of actions at this time.

CONCLUSION

The 2020/1 Annual Plan Progress Report as at 31 August 2020 is provided for the information of the Councillors and the community.

ATTACHMENTS

1. Annual Plan Progress Report to 31 August 2020 [**6.8.1** - 25 pages]

RECOMMENDATION

That Council receive and note the 2020/21 Annual Plan Progress Report for the period ended 31 August 2020.

6.9 UNCONFIRMED MINUTES - DEVONPORT CITY COUNCIL AUDIT PANEL - 13 AUGUST 2020

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To report the unconfirmed minutes of the Audit Panel meeting held on 13 August 2020.

BACKGROUND

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

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

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

At the February 2019 Council meeting, it was determined that each audit panel should continue to meet independently, and that the Shared Audit Panel would only meet on an as required basis (Min No 36/19 refers).

STATUTORY REQUIREMENTS

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

DISCUSSION

The unconfirmed minutes of the Devonport City Council Audit Panel meeting held on 13 August 2020 are attached for information. This focus of this meeting was the Annual Financial Statements for 2019/20.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report

RISK IMPLICATIONS

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

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

CONCLUSION

The information contained in the report and the minutes of the Audit Panel meeting held on 13 August 2020 are presented to Council as per the recommendation below.

ATTACHMENTS

1. Unconfirmed Audit Panel Minutes - 13 August 2020 [6.9.1 - 6 pages]

RECOMMENDATION

That Council receive and note the unconfirmed minutes of the Audit Panel meeting held on 13 August 2020.

6.10 UNCONFIRMED MINUTES - CRADLE COAST AUTHORITY REPRESENTATIVES MEETING - 20 AUGUST 2020

Author: **Jacqui Surtees, Executive Coordinator**
Endorser: **Matthew Atkins, General Manager**

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.1.3 Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure that balances the needs of industry, business, community, government and the environment

SUMMARY

To provide Council with the unconfirmed minutes of the Cradle Coast Authority Representative's meeting which was held 20 August 2020.

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 can be considered by Council in open session.

DISCUSSION

The unconfirmed minutes of the Cradle Coast Authority Representatives meeting which was held on 20 August 2020 are attached for consideration.

From the minutes it is noted:

- An update was provided from the Office of the Coordinator-General, North West Tasmania.
- CCA staff provided an update on recent shared services work.
- The CEO advised the new NRM Manager has been appointed, and that the CCA's 2020/2025 Strategic Plan has been finalised.
- Mr Malcolm Wells was re-appointed to the Board for a 2-year term commencing 1 November 2020.
- An update was provided from the Regional NRM Committee.
- The Regional Tourism Organisation (RTO) has changed its name to 'Visit North West'.
- An update was provided on the current situation at the Mersey Community Hospital.

COMMUNITY ENGAGEMENT

No community engagement was required for 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 20 August 2020 are presented.

ATTACHMENTS

1. Minutes - Cradle Coast Authority - Representatives Meeting - 20 August 2020 [6.10.1 - 5 pages]

RECOMMENDATION

That Council receive and note the unconfirmed minutes of the Cradle Coast Authority Representatives meeting which was held on 20 August 2020.

7 SECTION 23 COMMITTEES

7.1 PLANNING AUTHORITY COMMITTEE MEETING - 7 SEPTEMBER 2020

Author: **Jacqui Surtees, Executive Coordinator**
Endorser: **Matthew Atkins, General Manager**

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 7 September 2020.

ATTACHMENTS

1. Minutes - Planning Authority Committee - 7 September 2020 [7.1.1 - 3 pages]

RECOMMENDATION

That the minutes of the Planning Authority Committee meeting held on 7 September 2020 be received and the recommendations contained therein be adopted.

PAC 20/8 - Planning Applications Approved Under Delegated Authority 1 March 2020 – 23 August 2020

PAC 20/9 - PA2020.0113 - 2 Cameray Street East Devonport – Residential Shed

8 CLOSED SESSION

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

RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
2.1	Confirmation of Closed Minutes – Council Meeting – 24 August 2020	15(2)(g)
2.2	Application for Leave of Absence	15(2)(h)
3	Confidential Attachments	15(2)(g)
4.1	117 Tasman Street – Rates	15(2)(g)

9 CLOSURE