



*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 24 January 2022, commencing at 5:30 PM.

**The meeting will be open to limited members of the public and live streamed from 5:30 PM on Council's [YouTube channel](#).**

## QUALIFIED PERSONS

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

Jeffrey Griffith  
ACTING GENERAL MANAGER

**19 01 2022**

## February 2022

Meeting	Date	Commencement Time
Ordinary Council	28 February 2022	5:30pm

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 24 JANUARY 2022, IN THE ABERDEEN ROOM, LEVEL 2, paranaple centre,  
137 ROOKE STREET, DEVONPORT AT 5:30 PM**

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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. The meeting will also be live streamed on Council's YouTube channel.

## 1 APOLOGIES

The following apologies have been received for the meeting:

Cr G Enniss	Leave
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## 2 DECLARATIONS OF INTEREST

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## **3 PROCEDURAL**

### **3.1 CONFIRMATION OF MINUTES**

#### **RECOMMENDATION**

That the minutes of the Council meeting held on 20 December 2021, 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 21/173 refers):

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

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

There were no questions without notice raised at the 20 December 2021 Council meeting.

### 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

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

#### RECOMMENDATION

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

#### **Mr Malcolm Gardam – 4 Beaumont Drive, Miandetta**

A letter containing questions on notice received from Mr Gardam on Sunday, 16 January 2022, is **reproduced as attachment 1**.

**Q1** The exact motion put at the November 2021 AGM in relation to council selling Providore Place was *"That the electors here present at this the Devonport City Council 2021 Annual General Meeting request the Mayor and Councillors take such action necessary for the early sale, of the real estate known as Providore Place, so as to enable it to be listed for sale by auction at a reserve price to be decided by the Council and if the property is sold the proceeds of sale be paid off the Council debt incurred to build it."*; accordingly, what is specifically in the motion's wording that supported the Mayor's ruling from the Chair that *"Mr Gardam I won't allow it the motion is for the future of Providore Place it's not related to the past."*, and shortly thereafter, *"The motion is about the future of Providore Place and it's not about the past. You may speak about the motion."*?

#### **Response**

In addition to previous responses to you on this matter, it is the responsibility of chairpersons to ensure monthly Ordinary and Annual General Meetings are conducted in an orderly fashion, and in accordance with the *Local Government (Meeting Procedures) Regulations 2015*. As such, the Mayor has regard to section 22 of the Meeting Regulations when chairing debate. Section 22 (1) states that "A Councillor, in addressing a council meeting is not to digress from the subject under discussion".

Incumbent with that responsibility, the chairperson, within meeting procedures, must be entitled to make judgements and decisions as they see fit during the meeting. Dissatisfaction with the chairperson's style is the preserve of the individual. The Mayor has nothing further to add to this matter.

**Q2** Further to Q1 above, if the actual wording of the motion to sell Providore Place does not explicitly support the Mayor's ruling then I repeat the previously unanswered earlier question to the Mayor as to why was Council's "past" management record not relevant in attempting to persuade electors in attendance that it was time to vote for a motion that Council take such action necessary for a sale of Providore Place; other than being the Mayor's opinion and a brief summary of council's past management performance may have been somewhat embarrassing?

#### **Response**

Refer response to Question 1.

**Q3** During the meeting the Mayor stated in defence of her ruling to not allow speakers for the motion (specifically myself) to refer to council's past Providore Place management performance that " ....all of the history is well known to everyone in this room...it is well known" to which I responded *"It may not be known to everybody*

*Madam Chair (Mayor interrupts again and I continued) ...I'm trying to convince people to vote for the motion.";* accordingly, will the Mayor advise how she knew what everyone at the meeting knew or didn't know in relation to all areas of Council's past management failures related to Providore Place when the convincing of a handful of electors to change their vote in favour of a sale may have proved crucial?

**Response**

Refer response to Question 1.

**Q4** Also asked but not specifically answered in the December meeting agenda was the question *"will you Mayor Rockliff now advise as to how you knew in advance as to what was going to be said would not be "orderly or remain focused on matters before the meeting", namely my allotted 3 minutes to speak in favour of a motion before the meeting that Council take such action necessary for a sale of Providore Place?"*; so having previously declined to answer that question I now ask instead will you Mayor Rockliff please explain how some 60 seconds of council's past management failures on Providore Place would not have been orderly when I only had a maximum of 3 minutes to speak for the motion? (In fact it took longer than 3 minutes because of the repeated interruptions from the Chair).

**Response**

Refer response to Question 1.

**Q5** When attempting to state, in support of the motion to sell Providore Place, *"The cost of an auction would be a lot less than the legal fees spent on Providore Place, the cost would be miniscule compared to the unpaid rent not pursued and the same applies to the Council funded fitouts."* at which point the Mayor again interrupted with *"Mr Gardam we have had this conversation – move on."* and I continued *"An auction is open and transparent and fair to everyone."* following which the Mayor again interrupted with *"Absolutely, that's a lovely sentence – carry on."*; accordingly, I ask of the Mayor what was the relevance of this interruption other than to interrupt for the sake of interrupting having not made any such comment relating to any other speaker for or against the motion?

**Response**

Refer response to Question 1.

**Q6** Councillor Murphy had earlier mentioned the supposed \$400,000 per annum Providore Place rental (previously reported in December 2016 as *"the revenue council received on the food pavilion was guaranteed through the head lease arrangement and removed council's exposure to financial risk."* which equated to a \$4 million return on a 10 year lease term) along with referring to the failed initial business model when speaking against the motion; accordingly, I ask of the Mayor why was there no interruption of Councillor Murphy when also speaking of matters relating to council's past management of Providore Place?

**Response**

Refer response to Question 1.

**Mr Robert Vellacott – 11 Cocker Place, Devonport**

Letters containing questions on notice received from Mr Vellacott on Sunday, 16 January 2022, is **reproduced as attachment 2 and 3.**

Subject: Cr Perry's Question to Mr Vellacott at the 2021 AGM



**Q1** Mayor I refer to the response, given to the question on notice from Mr Malcolm Gardam to you as per the Agenda 20th December 2021.

*"I ask you Mayor Rockliff were you aware prior to the meeting that Cr Perry was going to ask the question that he did? "*

Response (Authored by the General Manager Mr Matthew Atkins) *"The Mayor was aware that Cr Perry had concerns that Mr Vellacott may have had a conflict of interest in relation to the motion that he was proposing."*

Further to the above will you Mayor categorically state/confirm when you first became aware that Cr. Leon Perry had concerns I may have had a conflict of interest in relation to the motion that I was proposing that you were, at that time or before the 2021 AGM, completely, unaware of the content of a question, which you have since described as being inappropriate, that Cr Perry intended to ask me?

**Response**

As previously responded, the Mayor was aware that Cr Perry had concerns that Mr Vellacott may have had a conflict of interest in relation to the motion that he was proposing.

**Q2** Is it the role of the General Manger or other staff member to author the responses to personal questions asked by ratepayers that are clearly directed to the Mayor and or Councillors?

**Response**

It is the role of the General Manager to respond to operational matters. The Mayor and the General Manager will consult, as required, to provide responses to questions/queries raised by ratepayers.

Subject: Declarations of interest re CharlotteJack Pty Ltd

**Q1** Mayor I refer to the 23<sup>rd</sup> Nov.2021 Ordinary Council Meeting and Media Statement 23<sup>rd</sup> November 2021.

It is noted that – at the commencement of the DCC Nov. 22<sup>nd</sup> 2021 ordinary meeting that you and Cr Sally Milbourne did not declare an interest in regard to any item listed in the Agenda, also neither of you disclosed an interest before the vote was taken to deal with all items listed for closed session that night and that you both voted in toto for all items listed to be dealt with in closed session; including item 5.4 which you both later were reported as declaring a conflict of interest in.

Also the minutes of the meeting does not record that either of you declared an interest in any of the Closed Sessions items listed; however in councils media release and the Advocate report it states that you and Cr Sally Milbourne declared an interest in Item number 21/254 - 5.4 Collection of Sundry Debtor 15(2)(i) being, as stated in the media release of 23 November 2021, the debt pertained to CharlotteJack Pty Ltd. Given the above please will you explain why you did not declare an interest or why it was not necessary for you in open session to declare an interest in item 5.4 Collection of Sundry Debtor 15(2)(i)?

**Response**

Each session of the Ordinary Council meeting, Open and Closed has its own agenda. Item 2 of each agenda calls for Declarations of Interest for items on the agenda. Item 5.4 Collection of Sundry Debtor was on the Closed Session agenda and any declarations of interest were declared during the closed session.

- Q2** Mayor will you confirm that on only one other occasion at an ordinary meeting (i.e. Item 3.4.2 27 Sept 2021 Rename Providore Place) you have declared an interest in any item/s pertaining to Providore Place and in particular CharlotteJack Pty Ltd?

**Response**

Declarations of Interest have been made as required.

- Q3** In response to my question on notice for 20 Dec 2021 as to what necessitated you to declare an interest in item 5.4 Collection of Sundry Debtor 15(2)(i):- was as per the Agenda "Response *The declarations of interest related to a matter considered in closed session and therefore the reason for the interest is not publicly disclosed.*" Given the above and the fact that it is permissible to release information about items dealt with in closed session if council votes for same, provided it is in accordance with proper procedure, will you Mayor seek permission from the other councillors to release the reason that necessitated you to declare an interest?

**Response**

No.

- Q4** Mayor I ask - Given the amount of problems of all kinds and adverse publicity in regard to the property now known as Market Square Pavilion and your esteemed position is it not reasonable that ratepayers are entitled to know precisely what interest you had / have in item number 5.4 as per the agenda of the 23<sup>rd</sup> November 2021 i.e. - Collection of Sundry Debtor 15(2)(i)?

**Response**

Nothing further to add other than what has previously been provided.

**Mr Steve Martin, President of Tasmanian Masters Games Inc – PO Box 45, Don**

A letter containing a question on notice received from Mr Steve Martin on Sunday, 16 January 2022, is **reproduced as attachment 4** and an email including further information is **reproduced as attachment 5**.

- Q1** The Tasmanian Masters Games Steering Committee has considered management options in bringing the Tasmanian Masters Games to reality, actioning the option of becoming a not for profit Incorporated Association, the Tasmanian Masters Games Inc, adopting a constitution, electing Office Bearers and committee, embracing the aim of the Games, being officially registered on Friday 24<sup>th</sup> December 2021. Sporting legend and well-known Masters Gamer the Hon. Michael Gaffney MLC has accepted our invitation to support the Games in becoming the Patron of the Tasmanian Masters Games Inc.

In becoming an incorporated association, it provides a solid and recognisable foundation to partner with sporting organisations in conducting competitions; attract participants; gain government support and entice corporate partnerships for the Games scheduled for 20<sup>th</sup> – 23<sup>rd</sup> October 2022. Already we have strong interest from state organisations, local sporting bodies, potential corporate partners and have received letters of in-principle support from Kentish and Latrobe Councils, with Central Coast Council also being approached.

With Council and Councillors already having a broad understanding of the event; it now being conducted by an incorporated body; and with Devonport and surrounding communities to benefit, will Council join with Latrobe and Kentish (& possibly Central Coast) communities and provide a letter of in-principle support for the Tasmanian Masters Games?

The original offer to provide a briefing is still open should you require.

### **Response**

The Tasmanian Masters Games will be added to an upcoming Council Workshop agenda to allow for discussion of the request.

### **ATTACHMENTS**

1. Questions on Notice - 2021 AGM - January 2022 - Malcolm Gardam [**3.2.2.1** - 2 pages]
2. Questions on Notice - 2021 AGM - January 2022 - Robert Vellacott [**3.2.2.2** - 2 pages]
3. Questions on Notice - Declarations of Interest - January 2022 - Robert Vellacott [**3.2.2.3** - 1 page]
4. Questions on Notice - January 2022 - Steve Martin [**3.2.2.4** - 1 page]
5. Question on Notice - Email for inclusion - January 2022 - Steve Martin [**3.2.2.5** - 2 pages]

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

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

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

## 3.4 NOTICES OF MOTION

### 3.4.1 GARDEN OF REFLECTION AT PIONEER PARK

Author: **Councillor Lynn Laycock**

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

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

#### MOTION

That Council includes sufficient money in the 2022/2023 budget to complete the 'Garden of Reflection' in Pioneer Park.

#### SUPPORT

The Concept plans for a Remembrance Garden at Pioneer Park was the brainchild of the Eastside Village People, a group of passionate East Devonport ladies who have worked for the betterment of their area for many years.

Their idea was to create a completely new garden within the park which highlights the heritage of the early settlers and acknowledges the First People. Some features of the garden would be low maintenance native plantings to attract birds and provide colour with some European influence to reflect the pioneers' heritage. Provide space for interpretive signage, memorials and seatings.

The area set aside for the garden is located on the south eastern side of Pioneer Park.

#### OFFICER'S COMMENTS

Action 1.3 of the Pioneer Park Master Plan 2018-2028 is to *"Investigate improvement of the former burial area located in the south-east corner of the Park, as a dedicated memorial"*. Council is delivering this action by supporting the Eastside Village People in developing a design for the 'Torquay garden of reflection' on this site that includes gardens, a paved area, interpretative signage, seating and an enhanced version of the existing memorial. The intent is to provide a calm space for reflection and contemplation while continuing to recognise the pioneers named on the existing memorial. The Eastside Village People undertook a program of public consultation in East Devonport in 2021 and found that the project has local support.

The details of the design are being finalised. The cost estimate for the project is between \$120,000 and \$170,000, which will be confirmed as the design is completed. The completed project would impact Council's operational budget through maintenance and depreciation costs of between \$8,000 and \$20,000 annually depending on design details and level of service.

The action does not include construction of the improvements and so the project is not included in Council's forward capital works program on the understanding that external funding would be required to deliver the project. A grant application was made to the Tasmanian Community Fund in 2019 but was unsuccessful. It is unlikely that this project aligns strongly with identified future grant opportunities.

Work has commenced on a review of Council's Public Open Space Strategy, to set the priorities for Council in this area for the next 5 years. At this time, it is not known whether the 'Torquay garden of reflection' will be a priority for funding or whether other projects

are of greater benefit to the community. It may be prudent to defer a decision on funding this project until its priority is understood in a strategic context.

**ATTACHMENTS**

Nil

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## 4 PLANNING AUTHORITY MATTERS

**The Mayor will now announce that Council intends to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993* for the consideration of Agenda Item 4.1. and 4.2.**

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

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



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## 4.1 PA2021.0164 - 10 VALKYRIE CLOSE DEVONPORT - RESIDENTIAL (MULTIPLE DWELLINGS X 2)

Author: **Emma Pieniak, Planning Officer**

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

### RECOMMENDATION

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and Section 57 of the *Land Use Planning and Approvals Act 1993*, refuse application PA2021.0164 for Residential (multiple dwellings x 2) at 10 Valkyrie Close, Devonport on the following grounds:

- The proposed development is incompatible with the existing streetscape and therefore does not satisfy 8.4.2 P1;
- The proposed development will result in substantial visual impacts to adjoining properties and cannot satisfy the performance criteria 8.4.2 P3 (a) iv;
- The proposed development does not provide separation between the dwellings consistent with surrounding established properties and therefore does not satisfy the performance criteria 8.4.2 P3 (b); and
- Site coverage of the proposed development is inconsistent with surrounding established site coverage, and the private open space area of unit 1 is unsuitable for the recreational needs of future residents. The proposal does not satisfy the performance criteria of 8.4.3 P1 (a) and P1 (b) i.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

The purpose of this report is to enable Council, acting as a Planning Authority to make a decision regarding planning application PA2021.0164.

### BACKGROUND

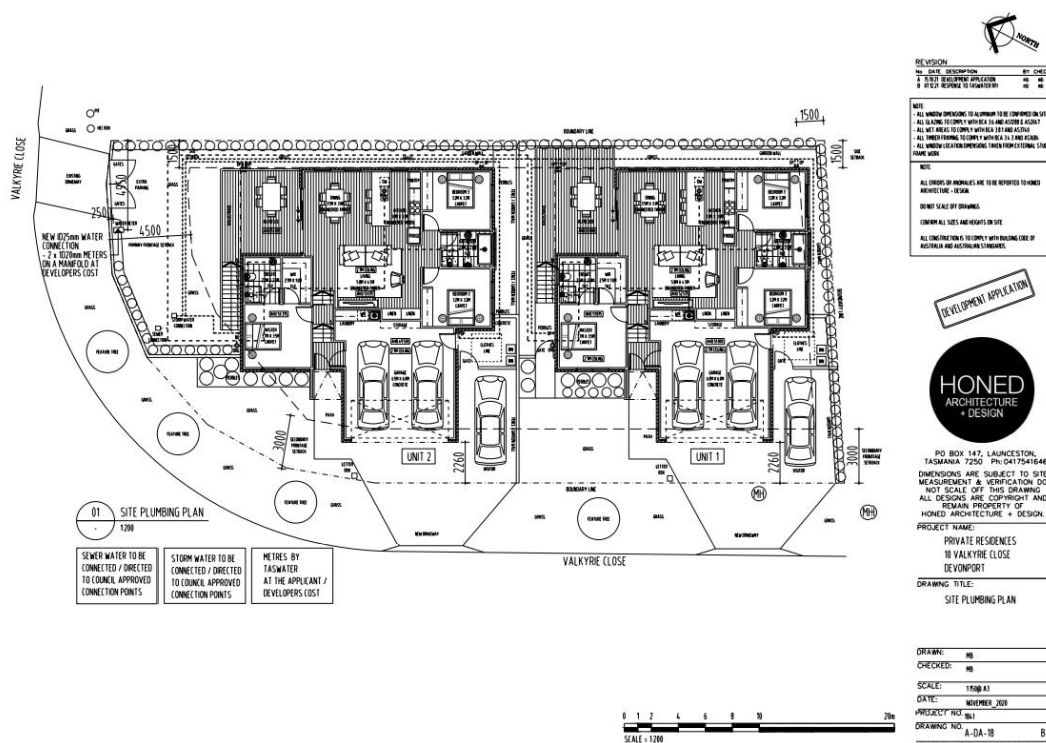
Planning Instrument:	<i>Tasmanian Planning Scheme – Devonport 2020</i>
Address:	10 Valkyrie Close, Devonport
Applicant:	Honed Architecture & Design
Owner:	Mr SJ Bennett
Proposal:	Residential (multiple dwellings x 2)
Existing Use:	Vacant
Zoning:	General Residential
Decision Due:	29/01/2022 – extension granted by applicant

The 718m<sup>2</sup> corner lot is situated to the north-east of Valkyrie Close adjacent to Erskine Way. Adjoining properties comprise established single dwellings, as are the majority of surrounding properties within the sloped residential area east of Don River. The subject site and surrounding development are illustrated in Figure 1.



## APPLICATION DETAILS

The applicant is seeking approval for two multiple dwellings each comprising 3 bedrooms, two bathrooms, open plan living, dining, kitchen area with alfresco and double garage with laundry. The proposed development is illustrated in Figures 2-6.



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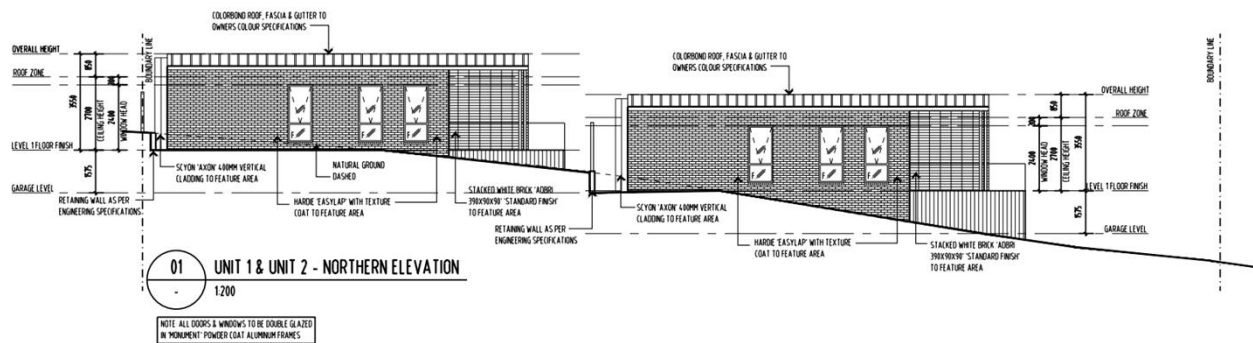


Figure 3 – Elevation: northern view

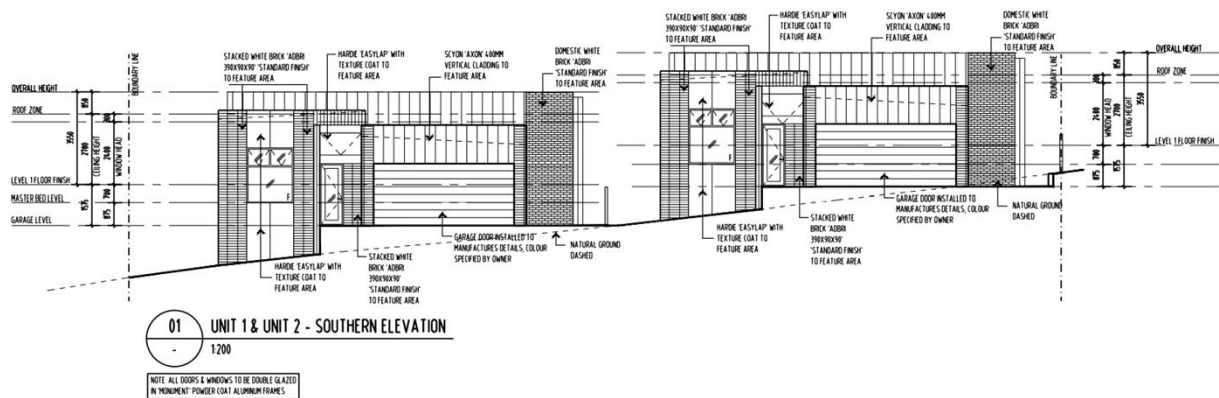


Figure 4 – Elevation: southern view

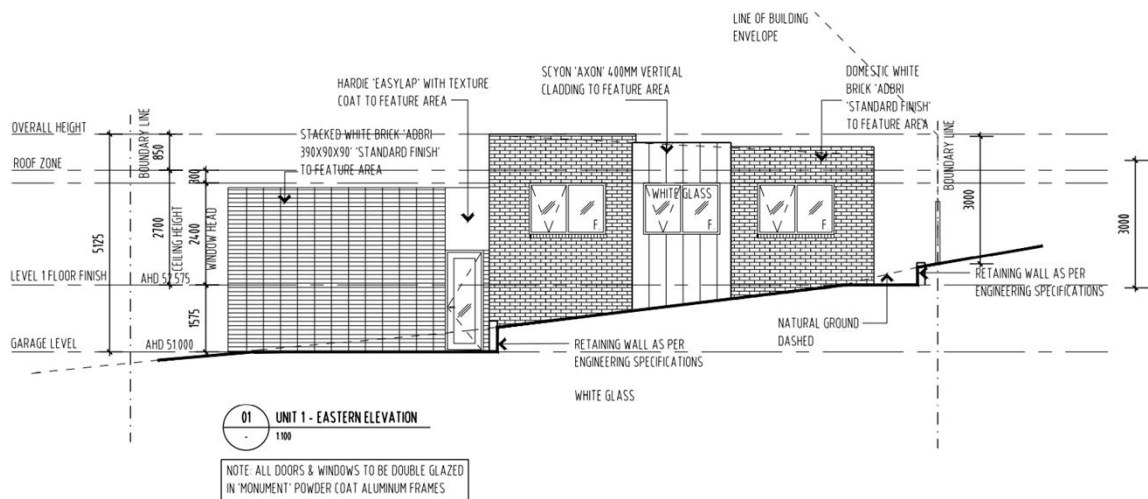


Figure 5 – Elevation: eastern view

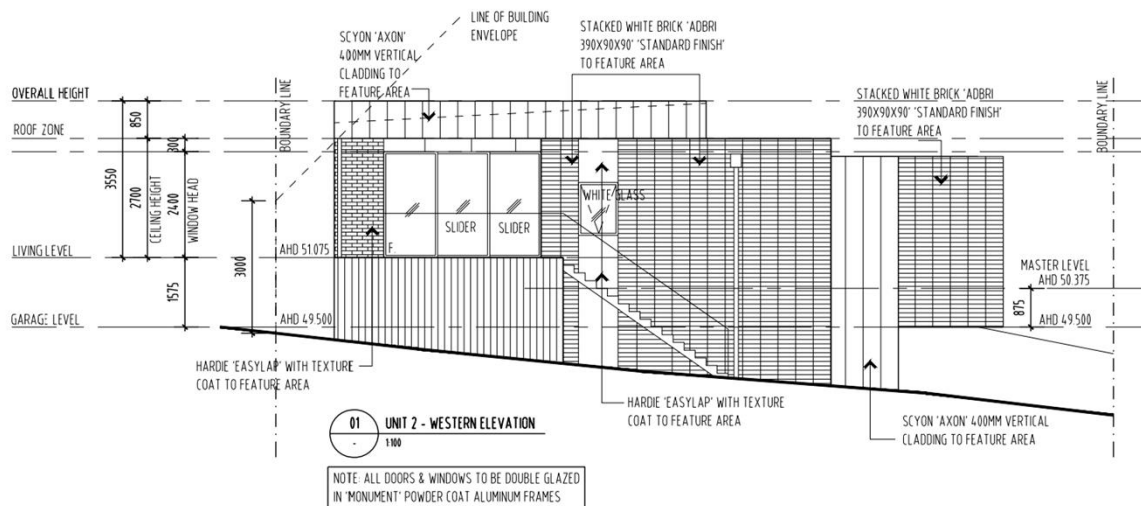


Figure 6 – Elevation: western view

## PLANNING ISSUES

The land is zoned General Residential under the *Tasmanian Planning Scheme – Devonport, 2020*. The purpose of the General Residential Zone is:

- 8.1.1 To provide for residential use or development that accommodates a range of dwelling types where full infrastructure services are available or can be provided.
- 8.1.2 To provide for the efficient utilisation of available social, transport and other service infrastructure.
- 8.1.3 To provide for non-residential use that:
  - a) primarily serves the local community; and
  - b) does not cause an unreasonable loss of amenity through scale, intensity, noise, activity outside of business hours, traffic generation and movement, or other off site impacts.
- 8.1.4 To provide for Visitor Accommodation that is compatible with residential character.

Residential use for multiple dwellings is permitted in the General Residential zone. The proposed development meets some acceptable solutions under the Development Standards but requires consideration of performance criteria 8.4.2, 8.4.3, and 8.4.6. An assessment of the applicable performance criteria of the Development Standards under the General Residential zone follows.

### 8.4.2 Setbacks and building envelope for all dwellings

#### Objective

The siting and scale of dwellings:

- (a) provides reasonably consistent separation between dwellings and their frontage within a street;
- (b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings;
- (c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space; and
- (d) provides reasonable access to sunlight for existing solar energy installations.

Acceptable Solutions	Performance Criteria
<p><b>A1</b></p> <p>Unless within a building area on a sealed plan, a dwelling, excluding garages, carports and protrusions that extend not more than 0.9m into the frontage setback, must have a setback from a frontage that is:</p> <ul style="list-style-type: none"> <li>(a) if the frontage is a primary frontage, not less than 4.5m, or, if the setback from the primary frontage is less than 4.5m, not less than the setback, from the primary frontage, of any existing dwelling on the site;</li> <li>(b) if the frontage is not a primary frontage, not less than 3m, or, if the setback from the frontage is less than 3m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site;</li> <li>(c) if for a vacant site and there are existing dwellings on adjoining properties on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or</li> <li>(d) if located above a non-residential use at ground floor level, not less than the setback from the frontage of the ground floor level.</li> </ul>	<p><b>P1</b></p> <p>A dwelling must have a setback from a frontage that is compatible with the streetscape, having regard to any topographical constraints.</p>
<p><b>A3</b></p> <p>A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must:</p> <ul style="list-style-type: none"> <li>(a) be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by: <ul style="list-style-type: none"> <li>i. a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and</li> <li>ii. projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground level at the side and rear boundaries to a building height of not more than 8.5m above</li> </ul> </li> </ul>	<p><b>P3</b></p> <p>The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"> <li>(a) not cause an unreasonable loss of amenity to adjoining properties, having regard to: <ul style="list-style-type: none"> <li>i. reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;</li> <li>ii. overshadowing the private open space of a dwelling on an adjoining property;</li> <li>iii. overshadowing of an adjoining vacant property; or</li> <li>iv. visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property;</li> </ul> </li> <li>(b) provide separation between</li> </ul>

<p>existing ground level; and</p> <p>(b) only have a setback of less than 1.5m from a side or rear boundary if the dwelling:</p> <ul style="list-style-type: none"> <li>i. does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or</li> <li>ii. does not exceed a total length of 9m or one third the length of the side boundary (whichever is the lesser).</li> </ul>	<p>dwelling on adjoining properties that is consistent with that existing on established properties in the area; and</p> <p>(c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:</p> <ul style="list-style-type: none"> <li>i. an adjoining property; or</li> <li>ii. another dwelling on the same site.</li> </ul>
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P1 – The proposed dwellings are setback 2.26m from the secondary frontage and as little as 3.3m from the truncations forming the primary frontage. P1 requires consideration of a proposed development against the *streetscape*.

Table 3.1 of the Planning Scheme defines *streetscape* as; *the visual quality of a street depicted by road width, street planting, characteristics and features, public utilities constructed within the road reserve, the setback of buildings and structures from the property boundaries, the quality, scale, bulk and design of buildings and structures **fronting the road reserve***. There are no examples of dwellings fronting a road where the minimum setbacks of 3m or 4.5m are reduced. Number 19 Georgiana Street has an alfresco area along the Valkyrie Close frontage that was permitted to have a setback less than 3m, however this is behind fencing as it forms the rear private open space area of the dwelling.

Both proposed dwellings have been designed to front the southern side of the subject site which, as the secondary frontage requires a 3m setback to meet the acceptable solutions. There are no typographical constraints which indicate the proposal should seek to defer from the existing examples of development within the area.

It is considered the proposed development is incompatible with the existing streetscape and cannot satisfy the performance criteria P1.

P3 – The proposed unit 1 protrudes the building envelope within the north-eastern corner of the subject site. The visual impacts caused by the bulk of the proposed dwellings will be substantial to the adjoining northern property. While solar access to dwellings and open space areas of the adjoining properties will not be impacted significantly by the proposed dwellings, the amenity will be affected by the scale of development and lack of separation between dwellings which is inconsistent with existing built form of established properties.

It is considered the proposed development will result in substantial visual impacts to adjoining properties and does not provide separation between the dwellings consistent with established properties in the area. The proposal cannot satisfy the performance criteria P3 (a) iv. and P3 (b).

#### 8.4.3 Site coverage and private open space for all dwellings

<p><b>Objective</b></p> <p>That dwellings are compatible with the amenity and character of the area and provide:</p> <ul style="list-style-type: none"> <li>(a) for outdoor recreation and the operational needs of the residents;</li> <li>(b) opportunities for the planting of</li> </ul>	
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gardens and landscaping; and (c) private open space that is conveniently located and has access to sunlight.	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> Dwellings must have: <ul style="list-style-type: none"> <li>(a) a site coverage of not more than 50% (excluding eaves up to 0.6m wide); and</li> <li>(b) for multiple dwellings, a total area of private open space of not less than 60m<sup>2</sup> associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer).</li> </ul>	<b>P1</b> Dwellings must have: <ul style="list-style-type: none"> <li>(a) site coverage consistent with that existing on established properties in the area;</li> <li>(b) private open space that is of a size and with dimensions that are appropriate for the size of the dwelling and is able to accommodate: <ul style="list-style-type: none"> <li>i. outdoor recreational space consistent with the projected requirements of the occupants and, for multiple dwellings, take into account any common open space provided for this purpose within the development; and</li> <li>ii. operational needs, such as clothes drying and storage; and</li> </ul> </li> <li>(c) reasonable space for the planting of gardens and landscaping.</li> </ul>

P1 – The applicant states site coverage as being 44%, however this appears to be based upon floor area rather than the area of rooved buildings as the interpretation describes site cover as in part 3.1 of the Planning Scheme. Council's planning officer has calculated the site cover to be at, if not more than, 50%. It is difficult to confirm this percentage as the information supplied in the application does not include dimensioned floor or roof plans.

Based upon the scaled drawings submitted with the application, it has been presumed the actual site cover of each dwelling is 182m<sup>2</sup> which equates to 50.6% of the site area. This percentage does not include the uncovered alfresco/deck areas. It is therefore considered the performance criteria need to be addressed in this assessment.

With regards to P1 (a), the aerial view in Figure 1 is evidence the proposal is inconsistent with the established site coverage within the area. Most properties are single dwellings to a similar sized lot with larger private open spaces.

With regards to P1 (b) i., the private open space area of unit 1 consists of the alfresco area and service pathways arounds the dwelling. It is considered unsuitable for the recreational needs of a family sized dwelling. The proposal cannot satisfy the performance criteria.

#### 8.4.6 Privacy for all dwellings

<b>Objective</b> To provide a reasonable opportunity for privacy for dwellings.	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> A balcony, deck, roof terrace, parking space, or carport for a dwelling (whether freestanding or part of the dwelling), that	<b>P1</b> A balcony, deck, roof terrace, parking space or carport for a dwelling (whether freestanding or part of the dwelling) that

<p>has a finished surface or floor level more than 1m above existing ground level must have a permanently fixed screen to a height of not less than 1.7m above the finished surface or floor level, with a uniform transparency of not more than 25%, along the sides facing a:</p> <ul style="list-style-type: none"> <li>(a) side boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of not less than 3m from the side boundary;</li> <li>(b) rear boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of not less than 4m from the rear boundary; and</li> <li>(c) dwelling on the same site, unless the balcony, deck, roof terrace, parking space, or carport is not less than 6m: <ul style="list-style-type: none"> <li>i. from a window or glazed door, to a habitable room of the other dwelling on the same site; or</li> <li>ii. from a balcony, deck, roof terrace or the private open space of the other dwelling on the same site.</li> </ul> </li> </ul>	<p>has a finished surface or floor level more than 1m above existing ground level, must be screened, or otherwise designed, to minimise overlooking of:</p> <ul style="list-style-type: none"> <li>(a) a dwelling on an adjoining property or its private open space; or</li> <li>(b) another dwelling on the same site or its private open space.</li> </ul>
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P1 – The alfresco area of proposed unit 1 comprises a deck located on the northern boundary to the adjoining property, and within 2.5m of proposed unit 2 bedroom windows.

The elevations provided indicate this deck area will have a finished floor level as much as 1.5m above the ground level. The design has not indicated any screening or fence heights for proposed unit 1 deck area to satisfy the acceptable solutions A1 (a) or (c) i, however this could be addressed as a condition to a permit were a planning permit to be issued contrary to the recommendations of this report.

The subject site is affected by C13.0 Bushfire-prone area code and C15.0 Safeguarding of airports code. The proposed development satisfies either an exemption or acceptable solutions under these codes. The proposed development satisfies most of the acceptable solutions under C2.0 Parking and sustainable transport code, including provision of car parking, however the inclusion of two additional crossovers requires discretion under C2.6.3 as follows.

## **C2.0 Parking and sustainable transport code**

### **2.6.3 Number of access for vehicles**

#### **Objective**

That:

- (a) access to land is provided which is safe and efficient for users of the land and all road network users, including but not limited to drivers, passengers, pedestrians and cyclists by minimising the number of vehicle accesses;
- (b) accesses do not cause an unreasonable loss of amenity of adjoining uses; and
- (c) the number of accesses minimise impacts on the streetscape.



Acceptable Solutions	Performance Criteria
<b>A1</b> The number of accesses provided for each frontage must: (a) be no more than 1; or (b) no more than the existing number of accesses, whichever is the greater.	<b>P1</b> The number of accesses for each frontage must be minimised, having regard to: (a) any loss of on-street parking; and (b) pedestrian safety and amenity; (c) traffic safety; (d) residential amenity on adjoining land; and (e) the impact on the streetscape.

P1 – The proposed development seeks to provide a separate crossover to each dwelling on the secondary frontage while retaining the existing crossover on the primary frontage.

The proposed design has not considered the minimisation of crossovers and is not consistent with the pattern of vehicle accesses in the area. Despite this, the impact to on-street parking and traffic safety will be minimal given the low volume of traffic for the cul-de-sac road. Pedestrian safety is not likely to be impacted as the footpath is situated on the other side of the road. The location of the crossovers will not impact adjoining residential amenity.

The proposed development will have an impact to streetscape however the development sufficiently satisfies all other parts of the performance criteria of P1.

## COMMUNITY ENGAGEMENT

On 24/11/2021, Council received an application for the above development. Under Section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at Section 9(1) of the *Land Use Planning and Approvals Regulations 2014*, the Planning Authority fulfilled this notification requirement by:

- (a) Advertising the application in *The Advocate* newspaper on 15/12/2021;
- (b) Making a copy of the proposal available in Council Offices from the 15/12/2021;
- (c) Notifying adjoining property owners by mail on 14/12/2021; and
- (d) Erecting a Site Notice for display from the 14/12/2021.

The period for representations to be received by Council closed on 07/01/2022.

## REPRESENTATIONS

No representations were received within the prescribed 14 day public scrutiny period required by the *Land Use Planning and Approvals Act 1993*.

## FINANCIAL IMPLICATIONS

No financial implications are predicted, unless an appeal is made against the Council's decision to the Tasmanian Civil & Administrative Tribunal. In such instance, legal counsel will likely be required to represent Council. The opportunity for such an appeal exists as a result of the Council determining to either approve or refuse the permit application.

## RISK IMPLICATIONS

In its capacity as a planning authority under the *Land Use Planning and Approvals Act 1993* (LUPAA), Council is required to make a determination on this application for a discretionary planning permit. Due diligence has been exercised in the preparation of this report and there are no predicted risks associated with a determination of this application.

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## **CONCLUSION**

The proposal has been assessed as inconsistent with the streetscape due to the reduced secondary frontage setback, visual bulk and lack of separation between dwellings. The site coverage is excessive comparable to existing development in the area and the private open space area for unit 1 is not suitable for the recreational needs of potential residents of a three bedroom, two bathroom dwelling. The proposal is considered to be an over development of the site and it is recommended the application be refused.

## **ATTACHMENTS**

1. Application - PA2021.0164 - 10 Valkyrie Close [**4.1.1** - 48 pages]

## **4.2 PA2021.0206 - 7 PARKER STREET DEVONPORT - INDOOR SPORT AND RECREATION (CHANGE OF USE)**

Author: **Emma Pieniak, Planning Officer**  
Endorser: **Jeffrey Griffith, Deputy General Manager**

### **RECOMMENDATION**

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and Section 57 of the *Land Use Planning and Approvals Act 1993*, approve application PA2021.0206 and grant a Permit to use land identified as 7 Parker Street, Devonport for the following purposes:

- Indoor Sport and Recreation (change of use)

Subject to the following conditions:

1. The Use is to proceed generally in accordance with the submitted plans referenced as Leased Area Plans: storage/gym area and barrier/speakers, by the applicant copies of which are attached and endorsed as documents forming part of this Planning Permit.
2. Hours of use for noise amplifying equipment must comply with the requirements of the *Environmental Management & Pollution Control (Noise) Regulations 2016*.
3. Any external lighting for security purposes must be baffled to ensure direct light does not extend into the adjoining residential property.

Note: The following is provided for information purposes.

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

Permitted hours of any demolition/construction work are Monday to Friday from 7am - 6pm, Saturday from 9am - 6pm and Sunday and statutory holidays from 10am - 6pm.

During the construction or use of these facilities all measures are to be taken to prevent nuisance. Air, noise and water pollution matters are subject to provisions of the *Building Regulations 2016* or the *Environmental Management and Pollution Control Act 1994*.

Outdoor storage areas must not be visible from any road or public open space adjoining the site.

Enquiries regarding conditions can be directed to Council's Development Services Department – Ph 6424 0511.

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

Council's Strategic Plan 2009-2030:

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

## SUMMARY

The purpose of this report is to enable Council, acting as a Planning Authority to make a decision regarding planning application PA2021.0206.

## BACKGROUND

Planning Instrument:	<i>Tasmanian Planning Scheme – Devonport 2020</i>
Address:	7 Parker Street, Devonport
Applicant:	Portside Barbell
Owner:	B & C Property Tas Pty Ltd
Proposal:	Indoor Sport and Recreation (change of use)
Existing Use:	Vacant Community Meeting and Entertainment
Zoning:	Urban Mixed Use
Decision Due:	27/01/2022

## SITE DESCRIPTION

The subject site comprises a large irregular shaped parcel of land with frontages to Parker Street and North Fenton Street with large warehouse type buildings and a sealed carparking area. Residential properties adjoin the north and western boundaries of the site, while commercial type uses are established within other adjoining parcels of land. The subject site is on the edge of the CBD within an area that has seen a number of changes to planning policy over the years, resulting in the current pattern of use and development as illustrated in Figure 1.



Figure 1 – Aerial view; subject site in orange outline (LISTmap)

## APPLICATION DETAILS

The applicant is seeking approval to operate an indoor sport and recreation use, being gym and fitness classes. The proposed use will utilise the existing buildings and car parking area with a sign located on the North Fenton Street side of the building.

The proposed gym section is available for use by members 24 hours a day, while staff and fitness classes are available Monday – Friday 2:30pm to 7:00pm, and Saturday 9:00am to 12:00pm. Special events for associated activities such as weightlifting championships are also to be held on occasion.

[illegible]

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The land is zoned Urban Mixed Use under the *Tasmanian Planning Scheme – Devonport, 2020*. The purpose of the Urban Mixed Use Zone is:

- A Sports and Recreation use class is discretionary within the Urban Mixed Use zone. The subject site adjoins property within the General Residential zone. The applicable use standards of 13.3 are addressed as follows.

<b>Objective</b> That uses do not cause unreasonable loss of amenity to residential zones.	
<b>Acceptable Solutions</b> <b>A1</b> Hours of operation of a use, excluding Emergency Services, Natural and Cultural Values Management, Passive Recreation, Residential, Utilities or Visitor Accommodation, on a site within 50m of a General Residential Zone or Inner Residential Zone, must be within the hours of: (a) 7.00am to 9.00pm Monday to	<b>Performance Criteria</b> <b>P1</b> Hours of operation of a use, excluding Emergency Services, Natural and Cultural Values Management, Passive Recreation, Residential, Utilities or Visitor Accommodation, on a site within 50m of a General Residential Zone or Inner Residential Zone, must not cause an unreasonable loss of amenity to the residential zones, having regard to:

Saturday; and (b) 8.00am to 9.00pm Sunday and public holidays.	(a) the timing, duration or extent of vehicle movements; and (b) noise, lighting or other emissions.
<b>A2</b> External lighting for a use, excluding Natural and Cultural Values Management, Passive Recreation, Residential or Visitor Accommodation, on a site within 50m of a General Residential Zone or Inner Residential Zone, must: (a) not operate within the hours of 11.00pm to 6.00am, excluding any security lighting; and (b) if for security lighting, be baffled to ensure direct light does not extend into the adjoining property in those zones.	<b>P2</b> External lighting for a use, excluding Natural and Cultural Values Management, Passive Recreation, Residential or Visitor Accommodation, on a site within 50m of a General Residential Zone or Inner Residential Zone, must not cause an unreasonable loss of amenity to the residential zones, having regard to: (a) the level of illumination and duration of lighting; and (b) the distance to habitable rooms of an adjacent dwelling.

P1 – The proposed use will generally operate within the acceptable solution hours, however a component of the operation includes a gym area which can be accessed 24hours by members. The performance criteria require assessment.

The applicant provided a snapshot of logged access to their existing gym located 25m from the proposed site, as evidence access to the facilities does not usually occur between midnight and 4:00am. Location and type of speakers have been considered by the applicant, as well as options to provide physical buffers to internal boundary walls to ameliorate potential noise emissions. The limited access during hours outside of the acceptable solutions, and likely impact to adjoining residential properties will be minimal, while permit conditions regarding noise emissions will ensure suitable controls for any arising issues can be managed under either the *Land Use Planning and Approvals Act 1993* or *Environmental Management and Pollution Control Act 1994*.

A2 – The applicant has not indicated they will require any external lighting. A permit condition will ensure that any security lighting is suitably baffled to limit impact to adjoining residential properties.

### 13.3.2 Discretionary uses

<b>Objective</b>	
That uses listed as Discretionary do not compromise or distort the activity centre hierarchy.	
<b>Acceptable Solution</b>	<b>Performance Criteria</b>
<b>A1</b> No acceptable solutions.	<b>P1</b> A use listed as Discretionary must not compromise or distort the activity centre hierarchy, having regard to: (a) the characteristics of the site; (b) the size and scale of the proposed use; (c) the function of the activity centre and the surrounding activity centres; and (d) the extent that the proposed use impacts on the other activity centres.



P1 – The proposed use will operate from existing buildings which previously were used for community and entertainment purposes such as an indoor children's playground and church. The proposed use will operate somewhat differently to previous uses of the site, however the scale of the proposed use is limited to the size of the building and the area required to operate the fitness activities.

*Activity centres are defined in Table 3.1 of the Planning Scheme as: a place that provides a focus for retail, commercial, services, employment, and social interaction in cities and towns. The proposed change of use for an indoor gym will provide both employment and social interaction opportunities within the edge of the CBD.*

The proposal satisfies the performance criteria of P1.

The proposal meets the relevant acceptable solutions of applicable codes, including the provision of car parking space in accordance with C2.0 Parking and Sustainable Transport code. There are no specific area plans which apply to the subject site.

### **COMMUNITY ENGAGEMENT**

On 16/12/2021, Council received an application for the above development. Under Section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at Section 9(1) of the *Land Use Planning and Approvals Regulations 2014*, the Planning Authority fulfilled this notification requirement by:

- (a) Advertising the application in *The Advocate* newspaper on 18/12/2021;
- (b) Making a copy of the proposal available in Council Offices from the 18/12/2021;
- (c) Notifying adjoining property owners by mail on 16/12/2021; and
- (d) Erecting a Site Notice for display from the 17/12/2021.

The period for representations to be received by Council closed on 11/01/2022.

### **REPRESENTATIONS**

One representation was received within the prescribed 14 day public scrutiny period required by the *Land Use Planning and Approvals Act 1993*. The representor is an adjoining property on Parker Street and has concerns about the potential amenity impacts to their property. The complete representation and attachments are appended to this report. The following is a summary of the representation with comment:

- The detailed representation notes the changes to zoning controls from the past which have resulted in the current pattern of use and development and Council's obligation to consider the differing needs of a residential use and commercial use;

*The subject site is located within the Urban Mixed Use zone and the representors property is located within the General Residential zone. Provisions of the Urban Mixed Use zone consider amenity impacts where the land adjoins General Residential zone, and these performance criteria have been addressed in this report.*

- Concerns regarding the construction materials of their property and the subject site exacerbate potential amenity impacts;

*The planning scheme provisions do not consider internal building or works, nor the existing type of construction for an application seeking change of use.*

- Amenity impact to residents from PA/music, dropped weight, and a lack of sound proofing;



*As discussed earlier in this report, performance criteria consider potential noise emissions and a condition on the permit will provide Council with the necessary tools to work with the operator under either the Land Use Planning and Approvals Act 1993 or the Environmental Management and Pollution Control Act 1994 should noise emissions become a concern.*

- External security lighting;

*The applicant does not propose any external security lighting, however in the event they seek this, a condition on the permit will ensure that it is buffered to limit impacts to adjoining residential properties.*

Other points from the representation omitted from this summary do not relate to discretions sought under this application and pursuant to 6.10.1 of the *Tasmanian Planning Scheme – Devonport 2020*, consideration is not required.

### **FINANCIAL IMPLICATIONS**

No financial implications are predicted, unless an appeal is made against the Council's decision to the Tasmanian Civil & Administrative Tribunal. In such instance, legal counsel will likely be required to represent Council. The opportunity for such an appeal exists as a result of the Council determining to either approve or refuse the permit application.

### **RISK IMPLICATIONS**

In its capacity as a planning authority under the *Land Use Planning and Approvals Act 1993* (LUPAA), Council is required to make a determination on this application for a discretionary planning permit. Due diligence has been exercised in the preparation of this report and there are no predicted risks associated with a determination of this application.

### **CONCLUSION**

The application satisfies the relevant acceptable solutions and performance criteria under the *Tasmanian Planning Scheme – Devonport 2020* and a permit can be issued, subject to conditions.

### **ATTACHMENTS**

1. Application - PA2021.0206 - 7 Parker Street [**4.2.1** - 31 pages]

## **5 REPORTS**

### **5.1 REQUEST FOR PLACEMENT OF COMMEMORATIVE SEAT - WATERFRONT PARK - SOROPTIMIST INTERNATIONAL OF DEVONPORT INC**

Author: **Jacqui Surtees, Executive Coordinator**

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

#### **RECOMMENDATION**

That Council receive and note the application for the placement of a commemorative plaque on seating within the Waterfront Precinct from Soroptimist International of Devonport Inc and:

##### **Option 1**

Notify the applicant that the request be approved, and given there is ample provision for seating in the Waterfront Park design, a commemorative plaque may be affixed to one of the proposed seats;

Or

##### **Option 2**

Do not approve the application and notify the applicant accordingly.

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

Council's Strategic Plan 2009-2030:

Strategy 4.1.3	Promote passive recreational usage including walking, bike paths, trails, parks and playspaces
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#### **SUMMARY**

In accordance with Council's Commemorative Seat Policy, requests for the placement of commemorative seats and commemorative plaques within the municipality are to be determined by Council.

#### **BACKGROUND**

At its meeting of 23 August 2021, Council adopted a Commemorative Seat Policy (Min No 21/173). This Policy assists Council in considering requests for commemorative seats and plaques within the City and to ensure an equitable process for such requests.

Council received a request from Soroptimist International of Devonport Inc for the placement of a commemorative plaque to seating within the Waterfront Park Precinct, to commemorate 70 years of service to the local community.

The organisation notes its contribution to the local Devonport community over an extended period and highlights specifically its role in *Carols by Candlelight* (instigated by the organisation in 1954); the placement of the solaqueous fountain on Victoria Parade; instigating *Taste the Harvest* in 1999; its role in advocacy through the 'Walk the Talk against domestic violence' walk; and scholarships it offers through TasTafe and other schools.

The organisation will celebrate 70 years of service to the community on 25 June 2022.

The proposed wording for the plaque is:

*Soroptimist International of Devonport Inc*  
*Celebrating 70 years of service*  
*25 June 2022*

#### **STATUTORY REQUIREMENTS**

There are no statutory requirements which relate to this report.

#### **DISCUSSION**

The placement of commemorative seats and commemorative plaques within the City, as endorsed by Council's policy, is a visible and tangible recognition of the significant contributions made to the community by individuals, organisations, businesses, or clubs, and add to the amenity and interest of public open spaces.

#### **COMMUNITY ENGAGEMENT**

There was no community engagement because of this report.

#### **FINANCIAL IMPLICATIONS**

The cost of purchasing and affixing the commemorative plaque will be borne by the applicant. If a plaque is affixed to a seat, for which provision has already been made in the design for Waterfront Park, and which will become a Council asset once installed, there is no additional cost to Council in the plaque being placed.

#### **RISK IMPLICATIONS**

There are no known risks associated with this request.

#### **CONCLUSION**

As a commemorative plaque could be affixed to a seat proposed for placement within the Waterfront Park precinct, it is suggested that the application be approved. The applicant would then liaise with Council to identify which of the planned seats within the Precinct they would prefer the plaque to be affixed to.

#### **ATTACHMENTS**

1. Commemorative Seat Application - Soroptimist International of Devonport Inc [5.1.1 - 2 pages]

## 5.2 DELEGATIONS - GENERAL MANAGER - BIENNIAL UPDATE

Author: **Claire Jordan, Governance Officer**

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

### RECOMMENDATION

That Council, pursuant to section 22(1) of the *Local Government Act 1993*, authorise the delegation of its functions and powers contained in the attached instrument to the General Manager (or any employee acting in that capacity), and in accordance with section 64 of the *Act*, authorise the General Manager to delegate functions and powers to Council employees, as appropriate.

### 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 is provided to Council to update powers and functions to be delegated by Council to the General Manager.

### BACKGROUND

The General Manager's delegations were last adopted on 20 January 2020 (Min Ref.14/20). It is considered best practice to review delegations at least biennially to ensure their currency and that any legislative changes have been captured since they were last adopted.

### STATUTORY REQUIREMENTS

In accordance with Section 22 of the *Local Government Act 1993* (the *Act*) Council may delegate its functions and powers to the General Manager to facilitate efficient and effective management of operations and legislative compliance. In accordance with Section 64 of the *Act*, the General Manager may delegate powers and functions to appropriately qualified and/or experienced Council officers. Council, in its role as Planning Authority, may also delegate its functions and powers to prescribed employees, including the General Manager, under Section 6 of the *Land Use Planning and Approvals Act 1993* (LUPAA 1993).

LUPAA 1993 delegations are authorised separately and were last delegated by Council, as the planning authority, to the General Manager and relevant Council employees on 26 April 2021 (Min Ref.21/71).

### DISCUSSION

It is imperative for Council's operational requirements that its functions and powers are delegated to the General Manager. Delegation allows for the efficient and effective management of Council's daily operations.

Sub-delegation of powers and functions by the General Manager to employees facilitates the effective carrying out of duties and functions assigned to specific roles.

It is best practice to review delegations at least every two years to ensure that they are up to date and incorporate required and relevant statutory obligations and any changes that are made to legislation is captured and delegated, as required.

As a result of this review there is no change to the extent of delegations. Delegations have been updated to include the *Historic Cultural Heritage Act 1995*; *Land Acquisition Act 1993*; delegations under the *Burial and Cremation Act 2019* (updated from the previous 2002 version of the Act); and included regulations under the *Burial and Cremation Regulations 2015*. All other changes are merely administrative in nature.

### **COMMUNITY ENGAGEMENT**

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK IMPLICATIONS**

- Legal Compliance  
Legal implications are possible if correct delegation instruments and processes are not in place, adhered to, or enforced correctly, or if directives are issued or authorised without the required supporting documentation and authority having been given.
- Financial Fraud  
Allocating, assigning or committing of funds outside financial delegation levels, or making financial decisions without the required authority to do so, can be considered fraudulent. Delegation Instruments document the financial delegations for particular roles, formally authorising purchasing and other financial decision making, within the prescribed level of financial delegation of a particular role.
- Risk Management Practices  
It is a significant risk to Council, legally and financially, if the General Manager (and in turn, relevant Council officers) is not formally delegated appropriate powers and authority to perform the duties and functions assigned to the position.

### **CONCLUSION**

Council's approval is required for delegations issued under various legislation and statutory appointments, and pursuant to Council by-laws.

### **ATTACHMENTS**

1. Instrument of Delegation General Manager January 2022 **[5.2.1 - 25 pages]**

## **5.3 TENDER REPORT CONTRACT CS0104 WEBBERLEYS ROAD STORMWATER DRAINAGE**

Author: **Shannon Eade, Project Management Officer**

Endorser: **Matt Skirving, Executive Manager City Growth**

### **RECOMMENDATION**

That Council, in relation to Contract CS0104 Webberleys Road Stormwater Drainage:

- a) award the contract to Walters Contracting for the tendered sum of \$240,570 (ex GST);
- b) note project design, management and administration costs for the project are estimated at \$40,000 (ex GST);
- c) note utility and other costs for the project are \$6,000 (ex GST); and
- d) note a construction contingency of \$74,274 (ex GST) is included in the overall project budget.

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

Council's Strategic Plan 2009-2030:

Strategy 2.3.3 Provide and maintain stormwater infrastructure to appropriate standards

### **SUMMARY**

This report seeks approval to award Contract CS0104 Webberleys Road Stormwater Drainage to Walters Contracting.

### **BACKGROUND**

This report considers tenders received for "Webberleys Road Open Drain & Pipe System" listed within the 2021/22 capital expenditure budgets.

A design has been prepared that meets the identified objectives for the project.

### **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 three companies. All tenders are summarised in Table 1 below:

**TABLE 1**

No.	Tenderer	Total Price (ex GST)
1	Walters Contracting	\$240,570
2	Treloar Transport Pty Ltd	\$341,331
3	Hardings Hotmix	\$355,540

The Tender Planning and Evaluation Committee has considered each of the selection criteria and Walters Contracting 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 4 December 2021 and tenders were also advertised on Council's website.

### FINANCIAL IMPLICATIONS

The 2021/22 capital expenditure budget includes two allocations which have been combined for the purposes of this contract and are shown in Table 2 below.

**TABLE 2**

No.	Tender	Budget (ex GST)
1	Webberleys Road Open Drain & Pipe System	\$250,000
2	Webberleys Road Seal	\$174,000
	<b>TOTAL</b>	<b>\$424,000</b>

A breakdown of the forecast expenditure for the project is summarised in Table 3.

**TABLE 3**

No.	Tender	Budget (ex GST)
1	CT0325	\$240,570
2	Project design, management, administration	\$40,000
3	Construction contingency 20%	\$48,144
4	Utility costs	\$6,000
	<b>TOTAL</b>	<b>\$334,684</b>

The forecast expenditure for this project is less than the available 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 was developed to ensure compliance with Section 333A of the *Local Government Act 1993*.

A contingency of 20% of the contract value has been included as the risk of unforeseen variations on this project is assessed as being a moderate risk.

**CONCLUSION**

Considering the assessment by the Tender Planning and Evaluation Committee and the tendered rates, it is determined that Walters Contracting will most likely offer best value in relation to Contract CS0104 Webberleys Road Stormwater Drainage.

**ATTACHMENTS**

Nil



## **5.4 TENDER REPORT CONTRACT CT0325 NORTH FENTON STREET RENEWAL**

Author: **Shannon Eade, Project Management Officer**

Endorser: **Matt Skirving, Executive Manager City Growth**

### **RECOMMENDATION**

That Council in relation to Contract CT0325 North Fenton Street Renewal:

- a) award the contract to Walters Contracting for the tendered sum of \$336,787 (ex GST);
- b) note project design, management and administration costs for the project are estimated at \$42,000 (ex GST);
- c) note utility and other costs for the project are \$3,000 (ex GST); and
- d) note a construction contingency of \$67,357 (ex GST) is included in the overall project budget.

### **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 approval to award Contract CT0325 North Fenton Street Renewal to Walters Contracting.

### **BACKGROUND**

This report considers tenders received for "North Fenton Street Renewal" listed within the 2021/22 capital expenditure budgets.

A design has been prepared that meets the identified objectives for the project.

### **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 three companies. All tenders are summarised in Table 1 below:

**TABLE 1**

No.	Tenderer	Total Price (ex GST)
1	Walters Contracting	\$336,787
2	Treloar Transport Pty Ltd	\$394,765
3	Hardings Hotmix	\$444,021

The Tender Planning and Evaluation Committee has considered each of the selection criteria and Walters Contracting 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 20 November 2021 and tenders were also advertised on Council's website.

### FINANCIAL IMPLICATIONS

The 2021/22 capital expenditure budget includes two allocations which have been combined for the purposes of this contract and are shown in Table 2 below

**TABLE 2**

No.	Tender	Budget (ex GST)
1	North Fenton Street renewal - Oldaker to Parker	\$300,000
2	North Fenton Street - pipe renewal	\$150,000
	<b>TOTAL</b>	<b>\$450,000</b>

A breakdown of the forecast expenditure for the project is summarised in Table 3.

**TABLE 3**

No.	Tender	Budget (ex GST)
1	CT0325	\$336,787
2	Project design, management, administration	\$42,000
3	Construction contingency 20%	\$67,357
4	Utility costs	\$3,000
	<b>TOTAL</b>	<b>\$449,144</b>

The forecast expenditure for this project is less than the available 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 was developed to ensure compliance with Section 333A of the *Local Government Act 1993*.

A contingency of 20% of the contract value has been included as the risk of unforeseen variations is moderate. In older areas of Devonport, unknown underground services may be present and ground conditions may be variable due to historic plumbing and drainage arrangements.

**CONCLUSION**

Considering the assessment by the Tender Planning and Evaluation Committee and the tendered rates, it is determined that Walters Contracting will offer the best value in relation to Contract CT0325 North Fenton Street Renewal.

**ATTACHMENTS**

Nil

## 5.5 TENDER REPORT CONTRACT CT0322 WILLIAM STREET RENEWAL

Author: **Shannon Eade, Project Management Officer**  
Endorser: **Matt Skirving, Executive Manager City Growth**

### RECOMMENDATION

That Council in relation to Contract CT0322 William Street Renewal:

- a) award the contract to Treloar Transport Pty Ltd for the tendered sum of \$1,267,012 (ex GST);
- b) note project design, management and administration costs for the project are estimated at \$120,000 (ex GST);
- c) note utility and other costs for the project are \$30,000 (ex GST); and
- d) note a construction contingency of \$126,701 (ex GST) is included in the overall project budget.
- e) allocate \$603,713 for the completion of the project in its 2022-23 capital works program.

### 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

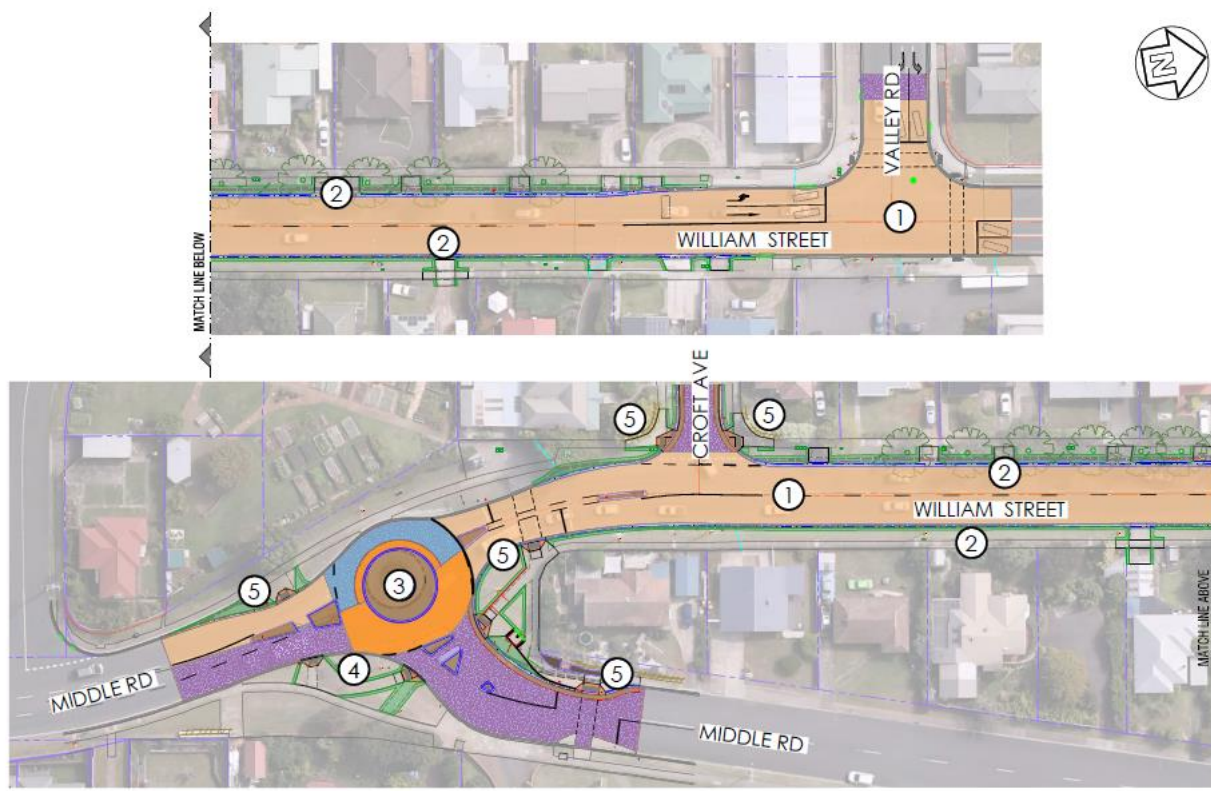
This report seeks approval to award Contract CT0322 William Street Renewal to Treloar Transport Pty Ltd.

### BACKGROUND

This report considers tenders received for "William Street Renewal" listed within the 2021/22 capital expenditure budgets.

A design has been prepared that meets the identified objectives for the project. The main components of the design are:

- Pavement renewal of William Street with structural asphalt and cement stabilised pavement layers
- Pavement renewal of the William Street and Valley Road intersection structural asphalt and cement stabilised pavement layers
- Reconstruction of the William Street and Middle Road roundabout to reduce circulation speeds and improve safety
- Retention of the existing trees on the west side of William Street



### 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.

Section 74 of the *Local Government Act 1993* states:

*"A council may expend its funds for the purpose of exercising its powers or carrying out its functions under this or any other Act within the estimates adopted under section 82".*

This requires Council to have sufficient budget allocations to meet its obligations when entering into a contract.

### 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 two companies. All tenders are summarised in Table 1 below:

**TABLE 1**

No.	Tenderer	Total Price (ex GST)
1	Treloar Transport Pty Ltd	\$1,267,012
2	Hardings Hotmix	\$1,291,735

The Tender Planning and Evaluation Committee has considered each of the selection criteria and Treloar Transport Pty Ltd has ranked highest overall and therefore offers Council the best value for money.

Given the current constraints in the civil construction market, neither of the tenderers were able to commence work on site this financial year. The Treloar Transport submission included a start date in October 2022, with completion in February 2023.

### COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in The Advocate Newspaper on 20 November 2021 and tenders were also advertised on Council's website.

### FINANCIAL IMPLICATIONS

The 2021/22 capital expenditure budget includes an allocation for the "William Street Renewal" project of \$940,000. A breakdown of the project budget is summarised in Table 2.

**TABLE 2**

No.	Tender	Budget (ex GST)
1	Contract CT0322	\$1,267,012
2	Project design, management, administration	\$120,000
3	Construction contingency 10%	\$126,701
4	Utilities	\$30,000
	<b>TOTAL</b>	<b>\$1,543,713</b>

The forecast cost of the project exceeds the budget by \$603,713. Factors that have contributed to the significant difference between the forecast costs and the project budget include:

- The extent of work is somewhat larger than what was considered when the budget was adopted. Work extends further north and west of the Valley Road intersection, and further south and east of the Middle Road intersection than was originally anticipated but is required to ensure the work matches to the surrounding road levels. While this is a small part of the work, work around intersections is generally slower and therefore more expensive.
- The construction costs of the pavement are significantly higher than the budget estimate, as the pavement layers specified include structural (i.e., thick) asphalt and cement stabilised gravel base. This design has been included to ensure that the road can withstand the combination of heavy traffic and poor ground conditions in this project location. This approach is expected to minimise road maintenance costs over the next 20 years. It should be noted that ground conditions on the southern end are expected to be more favourable and savings may be possible as a result.
- The saturated civil construction market has likely contributed to a low number of tenders being received. In other market conditions, more tenders may have been submitted in a more competitive environment.
- The strong construction industry (building and civil) market conditions, combined with COVID related supply chain disruptions has led to significant price rises in construction materials and inputs (e.g., fuel).
- Market conditions has reduced contractor availability, resulting in the preferred contractor being unavailable until October 2022. This delay in the construction phase results in cost escalation as the tenders must forecast material and labour cost increases.

There are limited options available to Council to manage the funding gap. The most obvious option is to reduce the scope of work by removing the Middle Road roundabout

component, which would reduce the contract value by around \$330,000. However, this saving is only a short-term solution as the work at the Middle Road roundabout will be required in the near term and would need to be funded at some point in the forward capital works program.

As described above, it may be possible to make savings during the project if favourable ground conditions are encountered. However, this cannot be confirmed until the existing pavement is excavated, and a more comprehensive assessment of the ground conditions can be made. Therefore, no savings can be committed to at this point in the project.

Forecasts across the 2021/22 capital works program indicate that there are insufficient savings on other projects to offset the funding gap on this project.

The preferred option is to make an allocation to meet the funding gap in Council's 2022/23 Capital Works Program and carry-forward the project (and funding allocation) from the current program. This option fits with the preferred tenderers construction program as the expenditure will be incurred in the 2022/23 financial year. The impact of this option is that some projects nominally listed for 2022/23 may have to be deferred. This impact is reasonable as work on a major road should take priority for funding.

### **RISK IMPLICATIONS**

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

A contingency of 10% of the contract value is included in the forecasts cost. The risk of unforeseen variations is assessed as being low.

### **CONCLUSION**

Considering the assessment by the Tender Planning and Evaluation Committee and the tendered rates, it is determined that Treloar Transport Pty Ltd will most likely offer best value in relation to Contract CT0322 William Street Renewal.

An allocation of \$603,713 from Council's 2022/23 Capital Works Program is required to address the difference between the forecast costs and the available budget for the project.

### **ATTACHMENTS**

Nil

## **6 INFORMATION**

### **6.1 MAYOR'S MONTHLY REPORT**

#### **RECOMMENDATION**

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

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

Council's Strategic Plan 2009-2030:

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 15 December 2021 and 18 January 2022:

- Council meeting
- Regular meetings with the General Manager
- Catch ups with staff members and councillors as required
- Met with community members on a range of topics
- Media as requested and commitments related to the Hillcrest Primary School tragedy
- Attended General Management Committee meeting of the Local Government Association of Tasmania
- Attended meeting of the Premier's Local Government Committee
- Attended markets in Market Square Pavilion
- Attended President's Lunch at the Devonport Cup
- Welcomed Pacific Island workers to East Devonport
- Attended Cradle Coast Authority Board workshop
- With representatives of the Cradle Coast Authority and other north-west Councils, met with Senator Urquhart; Federal Labor spokesperson for Local Government and Housing, Jason Clare; and Braddon candidate Chris Lynch.

#### **ATTACHMENTS**

Nil



## **6.2 GENERAL MANAGER'S REPORT - DECEMBER 2021**

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

### **RECOMMENDATION**

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

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

Council's Strategic Plan 2009-2030:

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 15 December 2021 and 18 January 2022. 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, Section 23 Committee and Council Meetings as required.

#### **2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)**

- 2.1. Met with members of the public and businesses regarding a Christmas fun run event.
- 2.2. Met with a member of the public regarding the Hillcrest Community Public Fund.
- 2.3. Meetings with members of the Department of Premier and Cabinet, the Department of Police and Emergency Services and the Department of Education regarding the Hillcrest Primary School incident.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. As Tasmanian Director attended a meeting of the Local Government Professionals.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. Nil

5. OTHER

- 5.1. Nil.

Note: For the period of this report, the General Manager was on annual leave from 3 January to 18 January 2022.

**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 risk that results in an issue for Council is likely to be subject of a separate report to Council.

**CONCLUSION**

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

**ATTACHMENTS**

1. Current and Previous Minutes Resolutions - January 2022 [**6.2.1** - 1 page]

### **6.3 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING**

There have been no workshops held since the last Council meeting.

## 6.4 PUBLIC LIGHTING STRATEGY 2021-26 - YEAR ONE STATUS

Author: **Michael Williams, Infrastructure and Works Manager**

Endorser: **Matt Skirving, Executive Manager City Growth**

### RECOMMENDATION

That Council note the status of actions listed in the Devonport City Council Public Lighting Strategy 2021-26.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 1.1.1	Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community
Strategy 1.1.2	Investigate innovative ways of accessing alternative power sources including renewable energy
Strategy 1.4.3	Lead and actively promote emissions minimisation
Strategy 2.3.2	Provide and maintain roads, bridges, paths and car parks to appropriate standards
Strategy 2.3.5	Provide and maintain sustainable parks, gardens and open spaces to appropriate standards
Strategy 3.3.1	Improve the City's physical access and connectivity focusing on linkages to and from key access points
Strategy 4.1.3	Promote passive recreational usage including walking, bike paths, trails, parks and playspaces
Strategy 5.4.1	Provide timely, efficient, consistent services which are aligned with and meet customer needs
Strategy 5.5.2	Ensure comprehensive financial planning and reporting to guarantee sustainability and meet or exceed financial targets

### SUMMARY

To report to Council on the progress of the actions outlined in the Devonport City Council Public Lighting Strategy 2021-26.

### BACKGROUND

Council adopted a Public Lighting Strategy in 2014 and delivered actions in the five years following the adoption. Following a review, the updated Public Lighting Strategy 2021/26 (The Strategy) was adopted by Council in January 2021 (Min 21/6).

The objectives of the Strategy are:

1. Public lighting is environmentally sustainable
2. Public lighting is financially sustainable
3. Public lighting meets the needs of the community

The Strategy includes an action plan consisting of ten actions to deliver these three objectives.

The Public Lighting Strategy is available from Council's website:

<http://www.devonport.tas.gov.au/Council/Publications-Plans-Reports/Council-Plans-Strategies>

### STATUTORY REQUIREMENTS

Section 21 of the *Local Government (Highways) Act 1982* states:

- (1) *Subject to this Act, the corporation of a municipality is charged with the duty of maintaining the local highways in the municipality that are maintainable by the corporation as shown on its municipal map, and, in any particular case, it shall discharge that duty in such manner as, having regard to all the circumstances of the case, it considers practicable and appropriate.*

Section 32 of the *Local Government (Highways) Act 1982* states:

- (2) *The corporation of a municipality may light, or arrange for the lighting of, a local highway within the municipality or a public place in the municipality that is not a local highway.*

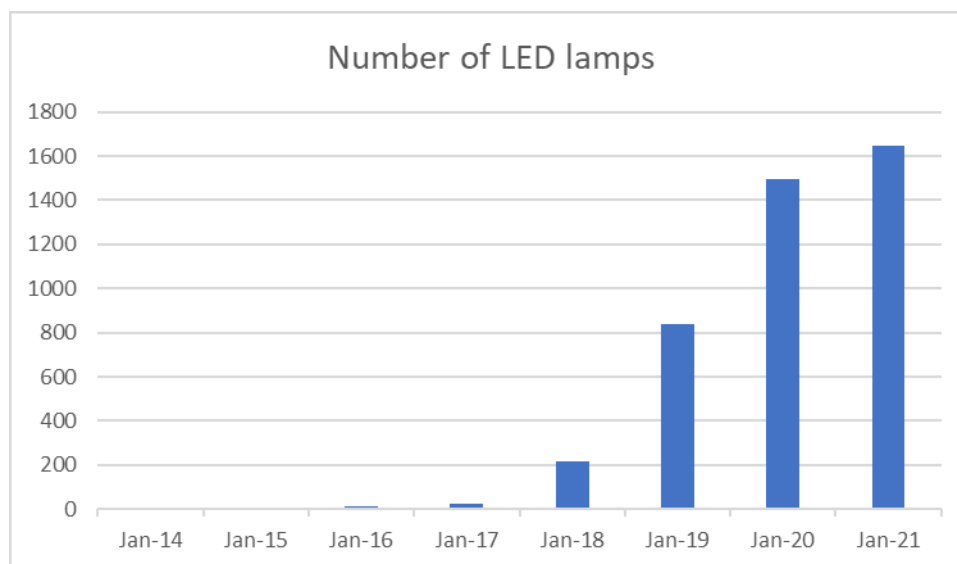
Both these sections explain that Council is responsible for the lighting of roads and public places.

### DISCUSSION

Progress has commenced on the action plan. Of the 10 actions, 4 have commenced and will be ongoing throughout the life of the Strategy, with key developments in 2021 including:

Action 1.1: Improve energy efficiency of public lighting.

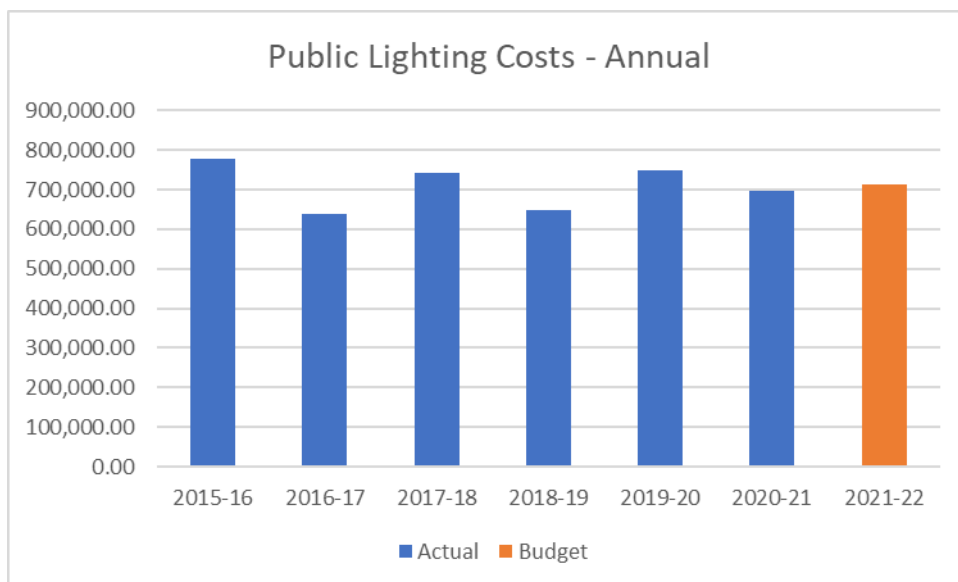
The public lighting inventory in 2021 included 50% light emitting diodes (LEDs), up from 45% a year earlier. Tas Networks have been installing 14W LEDs as a replacement for 80W mercury vapour and 42W compact fluorescent lamps, which formed the bulk of the 3300-lamp inventory.



Action 2.1: Public lighting costs are sustainable.

Under the current energy supply contract with Aurora Energy, Council forecasts to spend around \$712,000 (ex GST) on public lighting in 2021/22. Costs have fluctuated due to energy market forces, but generally more efficient lamps and competitive procurement processes have driven costs down, while an expanding inventory is putting upward pressure on costs.

The increase forecast in 2021/22 is 2.0%, compared to CPI projections of 1.75%.



Action 2.2: Public lighting services are cost competitive.

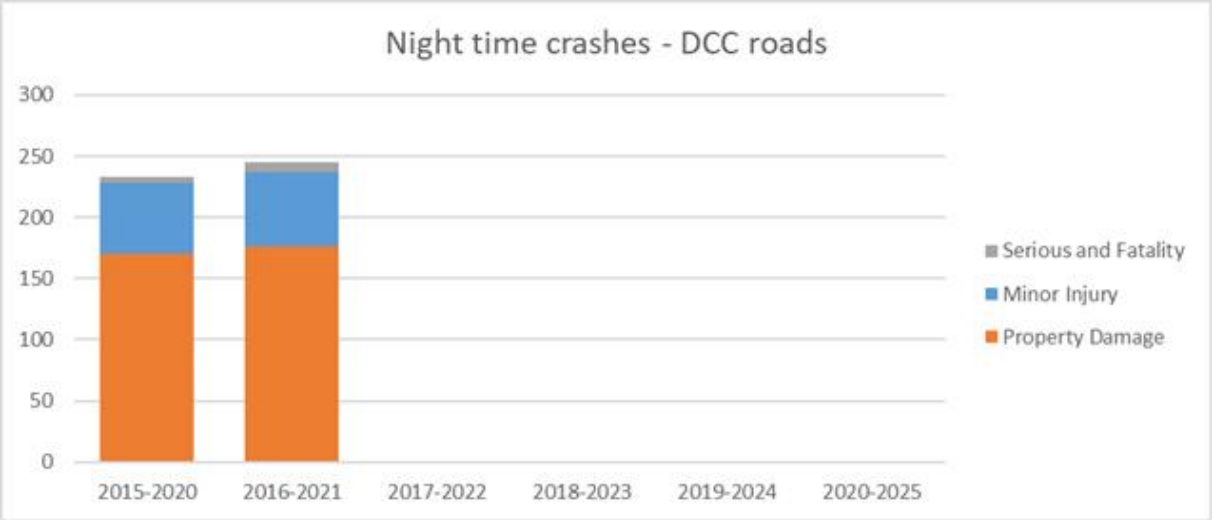
Council participated in a LGAT led energy procurement process in 2019 which has provided competitive pricing for a three-year period, expiring in June 2022. Council has committed to the next LGAT energy procurement process, with contracts commencing in July 2022.

Action 3.5: Lighting contributes to a safe road network

In 2021, a new pole and light was installed at the intersection of Best Street and William Street. Analysis of crash data found that crashes had occurred at night at this intersection and an assessment of the lighting found that the lighting levels did not meet the level specified in the Australian Standards for roads of this type.



Unfortunately, night time crashes on the road network increased by 5.2% in 2021. With the percentage of those crashes resulting in fatalities or serious injuries also increasing from 2.2% to 3.3%. The table below contains the rolling 5-year average crash data as recorded in the first year of the of the strategy (2021), compared to the 2020 baseline.



There is likely to be a range of contributing factors to night time crashes. However, subject to further analysis, improvements to public lighting may be an appropriate action to reduce the risk of future crashes.

### **COMMUNITY ENGAGEMENT**

No community engagement has been undertaken in relation to this report. Action 3.1 requires community engagement to understand community expectations for public lighting. This action is planned to commence in 2022.

### **FINANCIAL IMPLICATIONS**

There are no financial implications resultant from this report.

### **RISK IMPLICATIONS**

Continued progress on the Public Lighting Strategy Action Plan ensures Council appropriately manages risks associated with public lighting, notably by ensuring financial sustainability of the service, improving energy efficiency and responding to the needs of customers.

### **CONCLUSION**

Progress has commenced on the implementation of the 10 actions listed in the Public Lighting Strategy 2021-26 since its adoption in January 2021.

### **ATTACHMENTS**

1. Public lighting strategy - year 1 status - action list [**6.4.1** - 1 page]



## 6.5 PIONEER PARK MASTER PLAN 2018-2028 - YEAR FOUR STATUS

Author: **Michael Williams, Infrastructure & Works Manager**

Endorser: **Matt Skirving, Executive Manager City Growth**

### RECOMMENDATION

That Council receive the report of the Infrastructure and Works Manager and note the status of actions listed in the Pioneer Park Master Plan 2018-2028.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

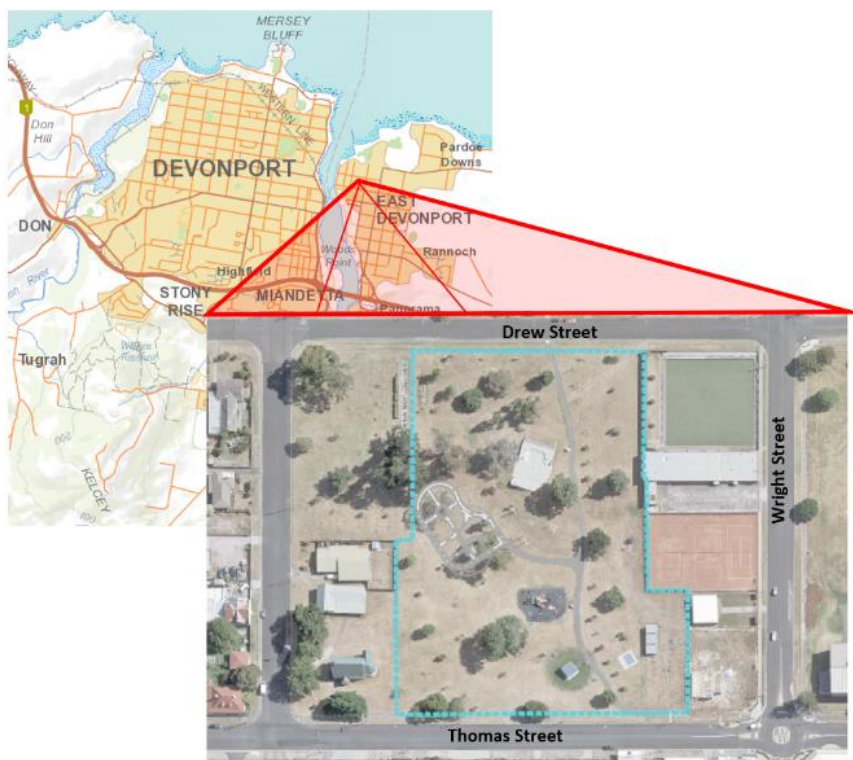
- |                |  |
|----------------|--|
| Strategy 2.3.2 | Provide and maintain roads, bridges, paths and car parks to appropriate standards              |
| Strategy 4.1.3 | Promote passive recreational usage including walking, bike paths, trails, parks and playspaces |

### SUMMARY

To report on the progress of the actions outlined in the Pioneer Park Master Plan 2018-2028

### BACKGROUND

Pioneer Park consists of 1.7 hectares of public open space in ownership of Devonport City Council, located at 17 and 17a Thomas Street, East Devonport.



The Pioneer Park Master Plan 2018-2028 (the Plan) is a guiding document for the design, development and management of Pioneer Park. The Plan was developed in acknowledgment of the infrastructure and use changes since the adoption of the 2008 Master Plan.

The draft Plan was developed following a public consultation program (268 participants) and work with the East Devonport Special Interest Group. The draft Plan was subject to a period of public consultation before being adopted by Council in April 2018. The Plan is available on Council's website at:

<https://www.devonport.tas.gov.au/council/governance/strategies-reports-publications/council-plans-strategies/>

The key principles of the Plan are:

1. Enhancing the Park as a peaceful oasis (green open space, landscaping);
2. Creating family friendly spaces with passive and active recreational opportunities for a range of ages;
3. Increasing social and community gathering opportunities;
4. Improving safety, access and amenity for all Park visitors;
5. Maintaining, rather than expanding, the current area of built fabric within the Park.

### **STATUTORY REQUIREMENTS**

There are no statutory requirements relevant to this report.

### **DISCUSSION**

Achievements and progress for the first three years of the Plan are outlined in the attachment to this report. Three of the fourteen actions are complete, four are underway, two are ongoing, three are yet to commence, and two have had initial assessments before being deferred until later in the life of the Plan.

Major achievements to date include:

Action 1.3: Investigate improvement of the former burial area located in the south-east corner of the Park, as a dedicated memorial:

Work is underway with a community group to develop a design and seek funding for a project known as the Torquay Garden of Reflection. The proposed garden includes hard and soft landscaping in the southeast corner of Pioneer Park and includes renewal of the existing memorial for those buried at the site.

Three mature trees were planted in 2021 in locations compatible with the proposed garden.

An application for external funding for the construction of the garden was made in 2019 but was unsuccessful. Future grant funding opportunities will be explored as they arise to support this project.



Action 3.2: Include Pioneer Park in any future heritage interpretation projects:

Council is supporting a project by the Rotary Club of Devonport South-East to renew the 'Heritage Walk' on the East Devonport foreshore. The project includes new signage and maps online content and promotion to schools and other groups and has involved a significant amount of research by the Club. The Club obtained funding from Healthy Tasmania for the project, which is expected to be completed in March 2022.





Action 4.1 Install seating at the skate park and Action 4.6 Install seating at the skate park

Seating and a connecting path were installed at the skate park in 2019, completing two actions.



Action 4.4 Investigate methods to improve pedestrian safety and restrict vehicular access (e.g. dedicated car parking, increased signage and compliance, soft landscaping to create natural barriers etc

Whilst this issue is largely behavioural, two accessible parking bays were provided on Thomas Street as part of the adjacent path project. It is anticipated that those space will be used by people who would otherwise have to drive onto the park for access. However, ongoing monitoring of the underlying issue will be required.



#### Action 4.7 Construct a path linking Thomas/Wright St intersection with the park

A path was constructed on Thomas Street, between Wright Street and the access to Pioneer Park in 2021. This path links Pioneer Park to the Eastside Village.



#### COMMUNITY ENGAGEMENT

There has been no community engagement relating to this report. However, implementation of the action plan includes consultation with various stakeholder groups.

#### FINANCIAL IMPLICATIONS

There are no financial implications from this report.

#### RISK IMPLICATIONS

- Corporate and Business  
Providing regular status updates on the Pioneer Park Master Plan demonstrates Council commitment to its implementation and demonstrates progress towards the goals of the Strategic Plan 2009-2030.
- Consultation and/or Communication  
Ongoing consultation with relevant stakeholders ensures the actions meet the expectations of the community.

#### CONCLUSION

Progress has been made on the action plan of the Pioneer Park Master Plan 2018-2028.

#### ATTACHMENTS

1. Pioneer Master Plan 2018-2028- Year Four Status - Action Plan [**6.5.1** - 2 pages]

## **6.6 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT - NOVEMBER AND DECEMBER 2021**

Author: **Jacqui Surtees, Executive Coordinator**

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

### **RECOMMENDATION**

That Council receive and note the General Management, People and Finance and Corporate Services 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 provides a summary of the activities undertaken during the months of November and December 2021 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 November and December 2021.

REG/723	Contract of Sale - 116 - 122 Stony Rise Road, Stony Rise	2/11/2021
REG/724	Plan of Survey - 180704/4 - PA2021.0032	4/11/2021
REG/725	Lease Agreement - Don Heads Road, Don - DCC & Crown	11/11/2021
REG/726	Plan of Survey - Subdivision - 3 River Road Ambleside - 19795/1	16/11/2021
REG/727	Plan of Survey - Subdivision - 23 Charles Street Devonport - 24029/2	16/11/2021
REG/728	Plan of Survey - 86 Sheffield Road Spreyton PA2020.0190	16/11/2021
REG/729	Deed of Transfer - Devonport City Council and Housing Choices Tasmania Limited - 108 Tarleton Street	30/11/2021
REG/730	Easement Deed - TasNetworks - 116-122 Stony Rise Road	2/12/2021
REG/731	Plan of Survey - PA2018.0143 - 159-161 Madden Street	7/12/2021
REG/732	Adhesion ADH2021.004 - 60 & 62 Oldaker Street	7/12/2021
REG/733	Licence - DCC and crown land - Shared pathway - Leith to Don	8/12/2021
REG/734	Adhesion - 97 and 99 Madden Street - 56848/26 and 57848/24	9/12/2021
REG/735	Grant Deed - 2021-22 Improving the Playing Field (Small) Grants Program DCC and Department of Communities Tasmania	13/12/2021
REG/736	Transfer - DCC to Housing Choices Tasmania Limited - 108 Tarleton Street East Devonport	16/12/2021
REG/737	Lease Agreement - Renewal - Devonport City Council & RANT Arts - 45-47 Stewart Street Devonport	20/12/2021
REG/738	Plan of Survey - 59 Gunn Street - PA2019.0075	20/12/2021
REG/739	Licence Agreement - DCC & Laycraft Pty Ltd - Open Space	23/12/2021
REG/740	Draft Amendment AM2021.03 - Rezone 215-221 Tarleton Street East Devonport (CT21185/3) and part of adjacent road (CT158438/1) from the General Residential Zone to Local Business Zone.	21/12/2021

##### Councillor Attendance

Councillor attendance at Council meetings and workshops attendance up to 31 December 2021 is detailed as follows:

No. of Meetings Attendance	Council	Planning Authority		Workshops	Leave of Absence Approved during the November/December 2021
	6	Member	Non Member	6	
Mayor Cr A Rockliff	6	2	0	5	
Cr J Alexiou	6	3	0	6	
Cr G Enniss	5	0	1	6	
Cr P Hollister	6	3	0	6	
Cr A Jarman	6	0	1	6	1
Cr L Laycock	6	0	2	6	
Cr S Milbourne	6	2	0	6	1
Cr L Murphy	6	3	0	6	
Cr L Perry	6	2	0	6	

## 1.2. Property Management Update

Council Officers worked on a number of property matters during November and December 2021 including the following:

- Crown Land applications:
  - Lease – Don Heads – Coastal Pathway – finalised
  - Lease – 260 Steele Street - finalised
  - Victoria Parade Boat Ramp – lighting and power supply – works consent received
  - Works application lodged and consent received – installation of solar lights at Dog Exercise Park – 260 Steele Street, Devonport
  - Head lease Deed of Extension finalised – 6 Wright Street, East Devonport
  - Security fencing at WTS - Works application lodged and consent received
  - Consent to assess DA obo Men's Shed – 260 Steele Street, Devonport
  - Extension of lease and works application lodged – pathway and pedestrian bridge – Figure of 8 Creek, Spreyton
  - Works application lodged – Coastal erosion protection works – Don River/Coles Beach Headland
- Deed of Transfer for 108 Tarleton Street finalised – 17 December 2021
- Contract for Sale finalised – 116-122 Stony Rise Road, Stony Rise
- RANT Arts lease renewal finalised
- Liaison with community/non-commercial tenants.

## 1.3. Corporate Communication

### 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.

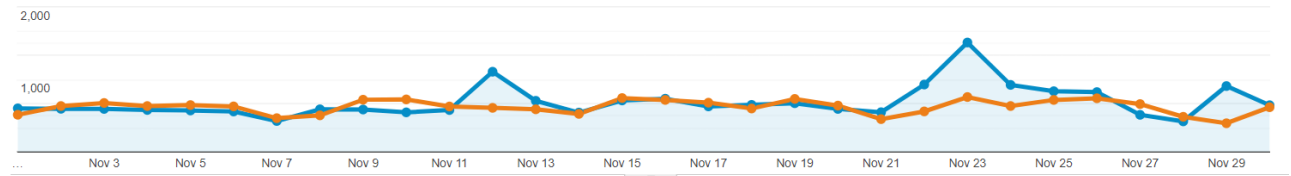
Top 10 Website Pages	November 2021	December 2021
	<ol style="list-style-type: none"> <li>1. Contact Us</li> <li>2. Employment Opportunities – Customer Service Officer</li> <li>3. Council Forms and Payments</li> <li>4. Waste Transfer Station</li> <li>5. News and Media</li> <li>6. Employment Opportunities</li> <li>7. Cemetery Search</li> <li>8. What's on Devonport</li> <li>9. Make a Request</li> <li>10. Council Supports Debt Recovery Decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Hillcrest Community Public Fund Launched</li> <li>2. Devonport Fireworks Back for New Year's Eve</li> <li>3. Community Information – Hillcrest Primary School Support</li> <li>4. Waste Transfer Station</li> <li>5. Council Forms and Payments</li> <li>6. Hillcrest Community Public Fund</li> <li>7. Contact Us</li> <li>8. Advertised Planning Permit Applications</li> <li>9. News and Media</li> <li>10. Our hearts are with you Hillcrest</li> </ol>
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.		



## Website statistics taken from Google Analytics

### November 2021 (Verse 2020), Website Statistics

Nov 1, 2021 - Nov 30, 2021: ● Users  
Nov 1, 2020 - Nov 30, 2020: ● Users



#### Users

**5.45%**  
17,061 vs 16,179



#### New Users

**3.80%**  
15,155 vs 14,600



#### Sessions

**12.38%**  
22,993 vs 20,460



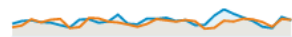
#### Number of Sessions per User

**6.57%**  
1.35 vs 1.26



#### Pageviews

**10.66%**  
42,189 vs 38,124



#### Pages / Session

**-1.53%**  
1.83 vs 1.86



#### Avg. Session Duration

**2.96%**  
00:01:33 vs 00:01:31



#### Bounce Rate

**-4.95%**  
67.08% vs 70.57%



### December 2021 (Verse 2020), Website Statistics

Dec 1, 2021 - Dec 31, 2021: ● Users  
Dec 1, 2020 - Dec 31, 2020: ● Users



#### Users

**78.74%**  
31,507 vs 17,627



#### New Users

**83.99%**  
29,262 vs 15,904



#### Sessions

**76.71%**  
39,515 vs 22,361



#### Number of Sessions per User

**-1.14%**  
1.25 vs 1.27



#### Pageviews

**44.18%**  
61,303 vs 42,519



#### Pages / Session

**-18.41%**  
1.55 vs 1.90



#### Avg. Session Duration

**-31.89%**  
00:00:58 vs 00:01:26

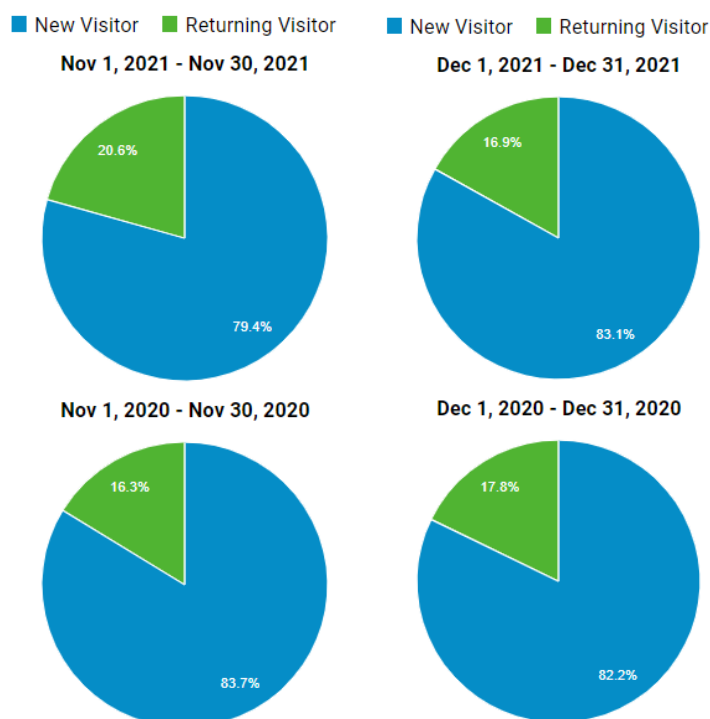


#### Bounce Rate

**11.13%**  
77.04% vs 69.33%



## New Visitors versus Returning Visitors



### 1.3.2. Community Consultations

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultations. In November, Council continued community consultation on the Sports Infrastructure Master Plan. In December, Council commenced seeking community input on management priorities for the Don Reserve.

### 1.3.3. Social Media

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

Followers at the end of December:

Facebook	10.3K
LinkedIn	725
Twitter	680

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

DCC Corporate Facebook Page Statistics	November 2021	December 2021
<b>Facebook Average Monthly Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	31,959TY (14,353LY)	149,228TY (23,375LY)

During November and December, the top 10 posts Facebook posts each month in terms of audience reach were:

November 2021	December 2021
1. Positions Vacant - Customer Service Officer, 11/11/2021, 22.1K	1. Hillcrest Community Public Fund – Launch, 17/12/2021, 113K
2. Media Release - Run Devonport, 15/11/2021, 10.2K	2. Temporary Closure of Public Street: Formby Road, 12/12/2021, 24.7K
3. Media Release – decision to pursue debt of \$12,236, 22/11/2021, 7.9K	3. Christmas tree in the Rooke St Mall, 2/12/2021, 18.6K
4. Elevated walkway being lifted into place, 5/11/2021, 7.1K	4. Preserving tributes outside Hillcrest Primary School, 18/12/2021, 13.4K
5. Photos from Councillor Leon Perry - elevated walkway, 6/11/2021, 6K	5. Hillcrest Community Public Fund - short video, 20/12/2021, 12.3K
6. Online Survey - Sports Infrastructure Master Plan, 25/11/2021, 5.7K	6. Messages of condolence for Hillcrest Primary School on website, 17/12/2021, 9K
7. Road Closure – burst water main, 29/11/2021, 4.4K	7. Message from Mayor – Hillcrest Primary School, 16/12/2021, 8.3K
8. Media Release - Christmas in the East Santa run, 21/11/2021, 4.1K	8. Vaccination clinic for children, 21/12/2021, 7.8K
9. Vaccination clinic at Devonport Soccer Club, 05/11/2021, 3.6K	9. Spreyton Waste Transfer Station hours, 18/12/2021, 6.7K
10. Fuel reduction burn at Stony Rise, 15/11/2021, 3.5K	10. Collection to preserve tributes, 26/12/2021, 6.6K

#### 1.3.4. Publications & Media

Council issued the following official media releases, alerts, comments and statements during November and December 2021:

Date	Media Type	Title/Topic
1/11/21	Media Release	Sports Infrastructure Master Plan
5/11/21	Media Comment – The Advocate	Devonport Show Public Holiday
8/11/21	Media Comment – The Advocate	Elevated walkway
9/11/21	Media Comment - LAFM Radio	Mayoral Moments update
12/11/21	Media Comment - The Advocate	New Year's Eve fireworks and event
12/11/21	Media Release	New Year's Eve fireworks and event
15/11/21	Media Comment - ABC Evenings	Sports Infrastructure Master Plan + NYE
16/11/21	Media Release	Run Devonport Support
22/11/21	Media Release	Christmas in the East Santa Run
22/11/21	Media Comment - The Advocate	KFC at Homemaker Centre
23/11/21	Media Comment - The Advocate	Devonport Santa Run and Christmas tree install
23/11/21	Media Release	Volunteers breakfast
23/11/21	Media Release	CharlotteJack debt recovery
29/11/21	Media Release	Don Reserve management plan survey
1/12/21	Media Comment - 7AD	Mayoral update
2/12/21	Media Comment - Tasmania Talks	Mayoral update
3/12/21	Media Comment - The Advocate	Truck noises along Devonport/Mersey Main roads

Date	Media Type	Title/Topic
8/12/21	Media Release	New public recycling bins
9/12/21	Media Comment - Southern Cross News	TasPorts \$240m port announcement
9/12/21	Media Comment - The Mercury	TasPorts \$240m port announcement
16/12/21	Media Release	Hillcrest Primary School tragedy
16/12/21	Media Comment - The Advocate, ABC RN Drive, ABC Radio, The Project, Today Show,	Hillcrest Primary School tragedy
17/12/21	Media Comment - The Mercury, Sky News, Sunrise, 9News, Sydney Morning Herald	Hillcrest Primary School tragedy
18/12/21	Media Comment -SeaFM	SeaFM – Hillcrest Community Public Fund launch
18/12/21	Media Comment - TV and Newspaper crews	Hillcrest Community Public Fund launch
19/12/21	Media Comment - The Advocate	Hillcrest tributes to be preserved
20/12/21	Media Comment - 7AD	Hillcrest Community Public fund
21/12/21	Media Release	Hillcrest families to receive GoFund Me funds
21/12/21	Media Comment - The Advocate	DCC donates \$30K to Hillcrest fund
21/12/21	Media Comment - The Advocate	Hillcrest families to receive the \$1.2m GoFund Me
23/12/21	Media Comment - The Advocate	Elevated walkway installed
27/12/21	Media Release	Hillcrest tributes to be collected
27/12/21	Media Comment - The Advocate	Hillcrest tributes to be collected
28/12/21	Media Comment - The Advocate	NYE event
30/12/21	Media Comment - The Advocate	Market Square Pavilion – Providore Place
31/12/21	Media Comment - The Advocate	Hillcrest tributes collection
31/12/21	Media Release	Hillcrest tributes collected

## 2. PEOPLE AND FINANCE

### 2.1 Human Resources

#### 2.1.1. Recruitment

##### Staff positions advertised November and December 2021

Position	Department	Work Location
Trainee Civil Works Serviceperson x 2 (advertised by Work & Training Group Employed)	City Growth – Works	Works depot - Civil
Civil Works Serviceperson	City Growth – Infrastructure & Works	Works depot - Civil
Building Asset & Projects Officer	City Growth – Infrastructure & Works	paranaple centre

Position	Department	Work Location
Customer Service Officer (x 2 part-time) BSMC	People & Finance	Bass Strait Maritime Centre
Plumbing Surveyor or Permit Authority Administration Officer	Corporate Services – Development Services	paranaple centre

#### Staff Appointments November and December 2021

Position	Name	Department	Work Location
Trainee Civil Works Serviceperson (Group employed)	Shane Hyde	City Growth – Infrastructure & Works	Works depot - Civil
Trainee Civil Works Serviceperson (Group employed)	Jesse Pascall	City Growth – Infrastructure & Works	Works depot - Civil
Building Asset & Projects Officer	Jeff Sharman	City Growth – Infrastructure & Works	paranaple centre
Civil Works Serviceperson	Jack Corbett	City Growth – Infrastructure & Works	Works depot – Civil
Customer Service Officer (part-time) BSMC	Janet Hicks	People & Finance	Bass Strait Maritime Centre

#### Staff Departures November and December 2021

Position	Name	Department	Work Location	Date Effective
Civil Works Serviceperson	Steven McLean	City Growth – Infrastructure & Works	Works depot - Civil	5/11/2021

#### Workers Compensation

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Nett value incurred by the Insurer (including estimates)
30/6/2022	5 claims	0	\$77,382.99
30/6/2021	7 claims	0	\$26,494.39
30/6/2020	6 claims	0	\$ 29,481.08
30/6/2019	12 claims	0	\$347,651.52
30/6/2018	6 claims	0	\$ 32,029.49
30/6/2017	7 claims	0	\$ 27,839.69

#### New Workers Compensation claims for the period

No new claims lodged in November and December 2021.

#### 2.1.2. Work Experience

Dates of Placement	Location	School	Student
22 November 2021	Corporate Services - Development & Health (Support Registered Nurse complete practical component towards Authorised	Benchmarque Group	P Smith

	Nurse Immuniser certification.		
29 November 2021 to 17 December 2021.	Theatre – paranapple arts centre	St Brendan-Shaw College	A Leslie

### **2.1.3. Health & Wellbeing**

The following activities and initiatives were promoted for November and December 2021:

- Employee Assistance Provider – CLS
- Movember, promotion of Movember raising awareness of men's health issues.
- COVID updates and promotion of COVID safe behaviours
- Promotion of resources relating to borders reopening, Christmas anxiety and anxiety in general
- Christmas colouring competition for employees' families
- Santa to meet employees' families and pose for photos – 15/12/21 4-6pm.
- A message from State Growth – Festive Season Road Safety Messages

## **2.2. Finance**

### **2.2.1. Certificates**

The following graph details the 132 Certificate requests that have been processed this financial year compared to previous financial years.



## 2.2.2. Rate Statistics

### Percentage of Rates Paid\*

	2019/2020	2020/2021	2021/2022
<b>November</b>	64.70%	67.16%	68.39%
<b>December</b>	66.46%	68.67%	70.04%

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

Rates in advance as at 31 December 2021 totalled \$199,174.03.

## 2.2.3 Finance Report

The attached report provides an overview of Council's financial position and year to date operating result as of 31 December 2021.

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.

**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.

**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.

#### **2.2.4 Internal Audit**

Council has engaged Synectic Pty Ltd to provide Internal Audit services over the coming 12 months. This is in addition to the work carried out each year by the Tasmanian Audit Office and will focus on specific operational functions within Council. It is not mandatory for Council to undertake Internal Audit, however Council considers this an important function in its approach to Continuous Improvement.

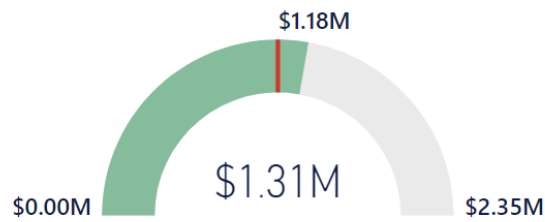
### **3. CORPORATE SERVICES**

#### **3.1. Parking**

##### **3.1.1. Parking Statistics**



### Budget v Revenue Period to Date



### Revenue/Budget Period to Date

Description	Budget	Revenue	Variance	Variance %
Edward St CP	\$47,500.02	\$46,252.21	(1,247.81)	-3%
Fenton Way CP	\$7,999.98	\$9,860.08	1,860.1	23%
Fines Received	\$272,500.02	\$307,213.00	34,712.98	13%
Formby Rd CP	\$124,999.98	\$110,003.84	(14,996.14)	-12%
Fourways CP	\$45,000.00	\$47,916.30	2,916.3	6%
Multi Storey CP	\$90,000.00	\$125,053.41	35,053.41	39%
Other - MPES	\$100,000.02	\$123,664.56	23,664.54	24%
Parking Metres	\$307,500.00	\$311,234.49	3,734.49	1%
Parking Permits	\$57,499.98	\$81,790.12	24,290.14	42%
Payne Ave CP	\$45,000.00	\$50,725.63	5,725.63	13%
Steele St CP	\$32,500.02	\$41,699.83	9,199.81	28%
Wenvoe St CP	\$45,000.00	\$51,164.75	6,164.75	14%
<b>Total</b>	<b>\$1,175,500.02</b>	<b>\$1,306,578.22</b>	<b>131,078.2</b>	<b>11%</b>

### Revenue v Budget Period to Date

● Revenue ● Budget

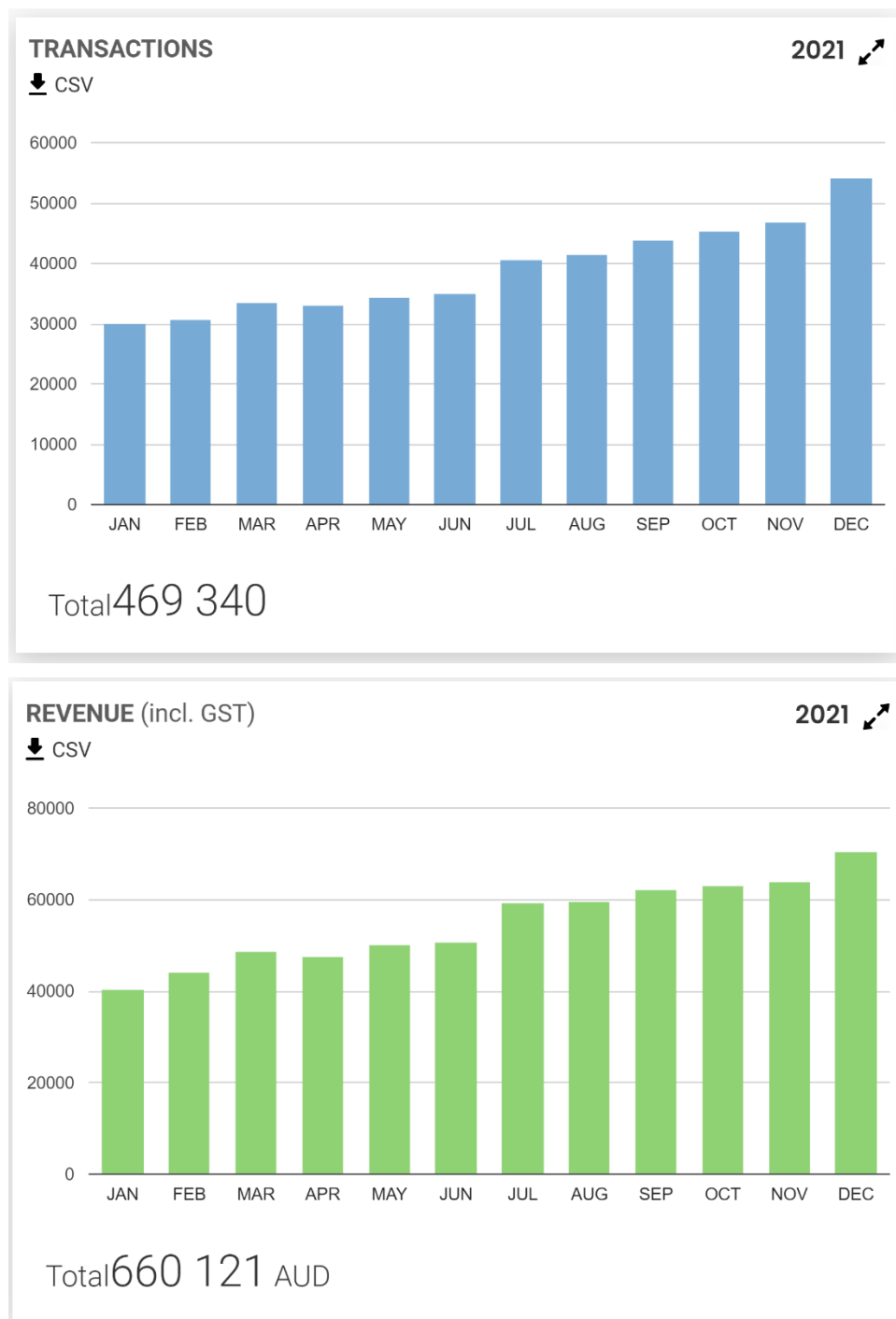


### Revenue v Budget Period to Date

● Revenue ● Budget



## EasyPark



**Note:** 85% increase in EasyPark transactions in 2021 compared to 2020.

## 3.2. Information Technology

### 3.2.1. Accounts Payable Automation

Council Digital Transformation program continues with a project that will reduce the manual labour involved in processing Accounts Payable invoices.

The implementation of EzeScan Cloud with integration to Council's business system, TechnologyOne commenced in November. The system is currently

being configured with training and testing to be conducted from February through to conclusion and Go Live in May 2022.

Council processes a large volume of invoices each month requiring a substantial amount of admin overhead from AP through to all areas of the organisation.

Upon completion, Council can expect to save a substantial amount of time processing invoices and allocate that time to higher value strategic sourcing to reduce costs on the goods and services Council procures.

As part of the AP Automation Project, Council has partnered with an ATO approved PEPPOL provider that will facilitate the electronic transmission of invoice data directly between Council and the supplier.

Peppol transmits data through a secure network of approved service providers, called access points. Access points connect the business to the Peppol network and allows for the exchange of invoices and other documents with trading partners registered on the network.

### **3.2.2. Rose – The Chatbot & Electronic Forms**

Council's Chatbot, named Rose, continues to expand her knowledge, and has increased from an average of 50 conversations per day to more than 100 conversations. The Chatbot continues to provide fast and increasingly accurate responses to questions from the community and all those accessing Council's website.

Those looking for services from Council are quickly directed to the more than 90 electronic forms that are now available on Council's website making it much faster and more efficient for the community to engage with Council.

Development will continue on both the Chatbot and electronic forms to ensure Council is offering fast, effective and quality services through the digital platform.

## **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 report.

## **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. 2021/231 Consolidated Financial Report for Council [6.6.1 - 10 pages]

## **6.7 COMMUNITY SERVICES REPORT NOVEMBER AND DECEMBER 2021**

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

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

### **RECOMMENDATION**

That Council receive and note the Community Services report.

### **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 two-month period, November and December 2021.

### **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 quality 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**

- Meeting with Spreyton Scouts Association
- Attended Council's Annual General Meeting
- Live and Learn Steering Group monthly meeting
- Meeting with representative from Life without Borders
- East Devonport Working Group meeting
- On leave from 15 November to 9 December inclusive

### 1.1.1. Social Recovery Coordinator – Hillcrest Primary School tragedy

Following the Hillcrest Primary School tragedy on 16 December, the Community Services Manager's role of Social Recovery Coordinator was activated which involved attendance at Regional Social Recovery Meetings, Spontaneous Memorial Working Group meetings, meetings with representatives of Department of Education and Department of Premier and Cabinet, as well as liaising and facilitating the removal of the spontaneous memorial on 31<sup>st</sup> December.



*Tributes at the Hillcrest memorial*

### 1.1.2. Diamonds of Devonport

It has been announced that the International Women's Day 2022 theme is *#breakthebias*.

Nominations are currently being received for the 2022 International Women's Day Diamonds of Devonport event. Nominations can be made via the Council website until 7 February 2022

[www.devonport.tas.gov.au/live/your-community/community-services/diamonds-of-devonport/](http://www.devonport.tas.gov.au/live/your-community/community-services/diamonds-of-devonport/)

Planning is underway for Council's two main events, being a Speakers Forum on the 8<sup>th</sup> March and the Diamonds of Devonport Cocktail event on the 10<sup>th</sup> March. A calendar of external events to be held during the week will be coordinated and promoted by Council.

### 1.1.3. Volunteer Community Breakfast 2021

To celebrate International Volunteers Day, a community breakfast was held on Monday, 6 December 2021, with over 100 volunteers in attendance.

Council received positive feedback on the change in venue, being Market Square. The breakfast was cooked by councillors and management for its community volunteers.



*Volunteer Community Breakfast*

**1.1.4. Bicycle Network**

Council Officers are in discussions with Bicycle Network – Tasmania to develop a 'back on your bike' program. The program will mentor and train individuals who have lost their confidence, assisting to get people back on a bike.

**1.1.5. Seasonal Workers Program**

Meetings were held with 80 Tongans through the Seasonal Workers Program to promote Council's services, Harmony Day, Council's Sport & Recreation facilities, and the 2021 New Year's Eve Event.

Department of Education, Skills and Employment (DESE) has congratulated Council for their work so far with the 2021/2022 seasonal workers program.

**1.1.6. Community Services Newsletter**

The regular online Community Services newsletter is used to disseminate information about:

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

Editions published between June 2020 and December 2021 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 to be a popular method of communication, with Council receiving feedback that it was being shared throughout the North-West. Readership grew by over 120 subscribers in 2021. Four editions were published during November and December including an edition focused on information related to the Hillcrest tragedy. The most popular links accessed via the Newsletters were:

	<b>Title</b>	<b>Website</b>
1 <sup>st</sup>	Our hearts are with you Hillcrest	Devonport City Council Website
2 <sup>nd</sup>	Devonport Events	Devonport Events Facebook
3 <sup>rd</sup>	New Year's Eve in Devonport	Devonport City Council Website
	Devonport Fireworks	Devonport City Council Website
	Santa Train – Don River Railway	Don River Railway Facebook
	Devonport Drag Brunch	Devonport City Council Website
	Devonport Carols by Candlelight	Devonport City Council Website

**1.1.7. Devonport Sister Cities**

Cultural Item Collection

Council Officers assisted a curatorial advisor in assessing the cultural item collection. The advisor will complete a valuation document in the upcoming months, with the document and valuations assisting the asset management process.



### 1.1.8. Financial Assistance Scheme

Round Two of the 2021/2022 Financial Assistance Scheme opens 1 January 2022, with applications being accepted until 28 February 2022.

### 1.1.9. Families

#### Christmas in the East

The 2021 Christmas in the East celebrations were a huge success. The “Santa Run” saw Santa travel through East Devonport and surrounding suburbs visiting families awaiting outside their houses.

The tour was coordinated by: East Devonport Child and Family Learning Centre, East Devonport Neighbourhood House, Rotary Club of Devonport South-East, Housing Choices, Devonport Anglican Church, Devonport Council, Tas Fire Service and volunteers.



*Christmas in the East 2021*

#### Christmas Celebrations break-up

Council assisted with the East Devonport Child and Family Learning Centres December Christmas break-up event at Don River Railway. 120 people boarded the Don River Railway for a train trip to Coles Beach and celebrated with singing and dancing and a light lunch at the Railway function room.



*East Devonport Child and Family Learning Centres December break-up*

#### **1.1.10. Christmas Activities 2021**

##### Festive Friday in the Mall

This low-key event brought a face painter, Disco Dome and a craft activity to Rooke Street Mall. Families that attended enjoyed the event.



##### Santa Tour

The Santa Tour was cancelled due to the tragedy at Hillcrest Primary School that occurred only days before the tour was set to begin. Given the routes and the timing, the Rotary Club of Devonport North and Council elected to cancel the tour.

##### House Decorating Competition

Some houses elected to turn their lights off in respect of the Hillcrest victims before the judging period was over, so a random draw of all participants was made to decide the winners of the night-time and daytime displays.





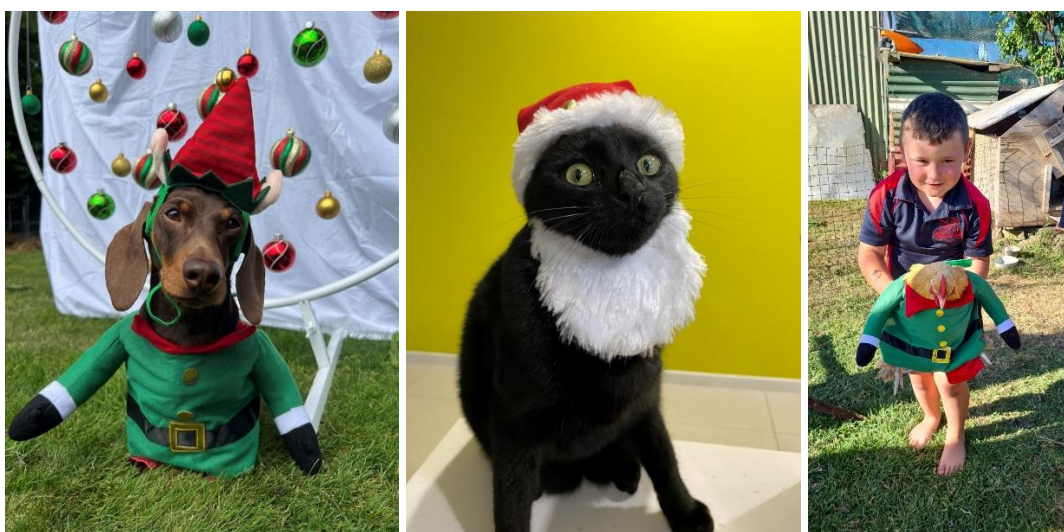
*Christmas lights at 33 Canning Drive, East Devonport*

#### Christmas Colouring Competition

The Christmas Colouring Competition only received entries from one family, so all participants were awarded a gift certificate.

#### Pet Photo Competition

The Photo Competition was well received and many photos were sent in via social media and email.



*Ralph the dog, Vlad the cat and Winter the chicken – in the 2021 Pet photo competition*

#### **1.1.11. New Year's Eve**

##### Around the World

COVID safety was carefully enforced at the 'Around the World' New Year's Eve event. Despite this, there were several performers and service providers that withdrew within days and hours of the event, due to concerns related to COVID-19.

With over 2,300 free tickets registered prior to the event, crowd numbers reached approximately 1,500 by 7pm.



*Early in the evening – Around the World event*

The featured band, The Collection, were very popular with the crowds. Cr Alexiou and Cr Jarman, along with staff and volunteers manned activities such as the Silent Disco, Mario Kart, an art installation and the various access points during the event.

#### 9.30pm Fireworks

The firework display from Aikenhead Point was very well received, with crowds being very respectful of social distancing along the foreshore, East Devonport and the Bluff.



*Devonport New Years Eve Fireworks*

#### **1.1.12. External Events**

The following events were scheduled for November and December:

- Giant Devonport Christmas Fun Run - postponed to 23 January 2022
- Xtreme Rides Devonport family Fun Fair - postponed with a date TBC
- Taste the Carnival went ahead successfully
- Ingrid James' Love and Other Fiascos concert

The following applications for upcoming events were received during November and December:

- Spreyton Cider Co – Spreyton Harvest Fest
- Devonport City Council – Around the World NYE
- Australian Scooter Association – ASA State qualifier competition
- Spreyton Cider Co – Xmas Concert
- Tasmanian Aboriginal Corporation – Change the Date Rally

- Devonport Athletic Club – Taste the Carnival
- Cradle Coast Sports and Events – Devonport Triathlon
- Devonport Life Saving Club – Pub2Club
- Home Hill National Trust – Home Hill Garden Fete
- Devonport Racing Club – 2022 Devonport Ladbrokes Cup
- Devonport Lapidary Club – Jewellery, Gem & Mineral fair

#### 1.1.13. Environmental Sustainability

##### **NRM Volunteer Statistics for November and December 2021**

	<b>Month</b>	<b>Number of People</b>	<b>Number of Hours</b>
Friends of Don Reserve	November	6	12
Wildcare Friends of Devonport	November	8	16
Friends of Don Reserve	December	6	12
Wildcare Friends of Devonport	December	4	8

##### Friends of Don Reserve

Friends Of Don were busy in November and December finishing the removal of the English and Cape Ivy at the northern area of the Reserve. The group then turned their attention to the back of Laphorne Close where dumped garden waste and escaped garden plants required removal.

##### Wildcare Friends of Devonport

The Wildcare group met for Spotlighting in Kelcey Tier. The citizen science events held 22 November (8 people) and 13 December (4 people) investigated the nocturnal animals that inhabit Kelcey Tier.

The Wildcare group also organised weeding at Pardoe Beach East Devonport on 6 December with 4 attendees.





*Volunteer June Hilder removing garden escapees from Don Reserve*

## 1.2. Community Partnerships

### 1.2.1. 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	\$ 3,500 P/A
City of Devonport Eisteddfod	3-year Agreement – 2019 – 2022 (extended to 2022 due to Eisteddfod being cancelled in 2020 due to COVID)	\$10,000 P/A
Devonport Brass Band	3-year Agreement 30 June 2022	\$10,000 P/A
Devonport Community House	3-year Agreement 30 June 2022	\$18,000 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
National Trust of Australia – Home Hill operations	3-year Agreement October 2022	\$28,000 P/A
RANT Arts	5 year Agreement November 2026	Rental agreement/Arts & cultural services – in kind funding 45-47 Stewart Street Devonport
Tasmanian Arboretum	2-year Agreement 1 July 2022	\$22,000 P/A
Youth and Family & Community Connections	5-year Agreement 29 Jan 2024	Rental agreement/Youth services - in kind funding

### 1.3. Recreation, Health and Wellbeing

#### 1.3.1. Recreation and Sports Development

##### Devonport's Sports Infrastructure Master Plan 2035

At its December 2021 meeting, Council endorsed Devonport's Sports Infrastructure Master Plan 2035 as presented by the Sports Infrastructure Master Plan Working Group. Council resolved to commence operational and precinct planning and analysis in accordance with the implementation plan and priorities contained in the Master Plan, and in consultation with current and future user groups.

The Devonport Sports Infrastructure Master Plan provides a framework to develop public sports infrastructure that supports wider community participation in sport, health, and wellbeing activities to 2035 and beyond.

#### 1.3.2. Major Sporting events held in November and December 2021

Sporting Event	Dates 2021	Venue
Basketball TAS Regional High school championship	6-7 November	Devonport Recreation Centre
Schools Triathlon Challenge	24-25 November	Mersey Bluff Precinct
Devonport Athletic Club Carnival	29 December	Devonport Oval



*Image Credit: Schools Triathlon Challenge*

##### Devonport Athletic Club Carnival, 29 December 2021

The 83<sup>rd</sup> edition was held on the 29 of December at the Devonport Oval, featuring world class cycling, running and woodchopping.





Image Credit: Devonport Athletic Club

#### National Basketball League

The Devonport Recreation Centre hosted 3 NBL clubs; Perth Wildcats, Brisbane Bullets & the Cairns Taipans, for 12 days where they used the main stadium and Warriors weight room as a training hub during the NBL Pre Season Blitz. The group included former NBA players, Olympians and well-known Australian players.



NBL Blitz team Blitz at Devonport Recreation Centre

#### **1.3.3. Upcoming Major Sporting events in 2022**

<b>Sporting Event</b>	<b>Dates 2022</b>	<b>Venue</b>
Devonport Triathlon	26-27 February	Bluff Precinct
Football Tasmania SAP Carnival	5-6 March	Meercroft Park & Valley Road
RUN Devonport	20 March	Victoria Parade and Bluff Precinct
Devonport Junior Soccer Cup	11-12 June	Meercroft Park and Valley Road

#### 1.3.4. Health and Wellbeing programs

Council's Health and Wellbeing programs at the Devonport Recreation Centre continue to be very popular with consistent, regular participants and new participants joining on a regular basis.

##### Ageing Stronger, Active Longer

Council engaged Belgravia Leisure staff to assist and further develop the Ageing Stronger, Active Longer program (seniors classes) in October.



In December the participants were invited to a Christmas break-up lunch at the Devonport Country Club. 55 participants attended, and Council Officers received a lot of positive feedback about the program, Belgravia staff, Council Officers (Sport and Recreation) and the lunch.



*The Ageing Stronger, Active Longer program Christmas break-up*

##### East Devonport Boot Camp

Members met at Pioneer Park on Wednesday, 8 December for a Christmas break-up. The group enjoyed fun, laughter, games, and a bbq cooked by East Devonport Child and Family Learning Centre. It was a great way to finish the year for this program.



*The East Devonport Boot Camp program Christmas break-up*

### Participation Across Community Services Facilities and Events

Facility	Customers through the Door	Customers through the Door
	November 2021	December 2021
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	13,746	5,200
<b>TOTAL</b>	<b>13,746</b>	<b>5,200</b>

Special events held at the Devonport Recreation and East Devonport Recreation and Function Centre for November and December 2021 are listed in the table below:

Special Events	Date 2021	Venue
BTAS Regional High School Championships	6-7 November	Devonport Recreation Centre
NBL Pre-season Blitz	18-26 November	Devonport Recreation Centre
BTAS/NBL Coaching Clinic – Youth Centre	23 November	Devonport Recreation Centre
Northern Futsal Gala Days	26-28 November	Devonport Recreation Centre
Devonport Basketball Club Coaching Course, Stadium	1 December	Devonport Recreation Centre
Children's Birthday Party, Stadium	4 December	Devonport Recreation Centre
Cradle Coast Junior Rollers Break up event	4 December	East Devonport Recreation and Function Centre
Devonport Basketball Club Coaching Clinic, Stadium	5 December	Devonport Recreation Centre
Dance Rehearsal, Youth Centre	5 December	Devonport Recreation Centre
Seasonal Workers Meeting, Youth Centre	20 December	Devonport Recreation Centre
<b>Total</b>	<b>11</b>	

#### 1.3.5. Recreation Facilities Usage

Recreation Usage			
Facility	Room/Ground	Number of Bookings November	Number of Bookings December
Devonport Recreation Centre (DRC)	Judo Room	0	0
	Meeting Room	5	2
	Sauna	29	25
	Squash	35	26
	Stadium	122	14
	Table Tennis Building	54	30
	Youth Centre	105	81
<b>Total DRC</b>		<b>350</b>	<b>178</b>
East Devonport Recreation and	Community Room	0	1



<b>Recreation Usage</b>			
<b>Facility</b>	<b>Room/Ground</b>	<b>Number of Bookings November</b>	<b>Number of Bookings December</b>
Function Centre (EDRFC)	Stadium	39	13
<b>Total EDRFC</b>		<b>39</b>	<b>14</b>

### **COMMUNITY ENGAGEMENT**

The information provided above details all community engagement.

### **FINANCIAL IMPLICATIONS**

Any financial or budgetary implications 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

## **6.8 CONVENTION AND ARTS REPORT - NOVEMBER AND DECEMBER 2021**

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

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

### **RECOMMENDATION**

That Council receive and note the Convention and Arts report.

### **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 November and December 2021.

### **BACKGROUND**

This report is provided to update 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 provisions of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

Convention and Arts Department

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

### **DISCUSSION**

#### **ARTS AND CULTURAL DEVELOPMENT**

##### **1. Convention & Arts Centre Director update**

- Provided a presentation to School for Seniors, Burnie;
- Attended an off-site meeting with Devonport Bookshop and Daniel Thomas regarding the launch of Daniel's latest book;
- Attended the Burnie Arts and Function Centre 2022 program launch;
- Facilitated meetings of the Devonport Regional Gallery Advisory Committee and the Public Art Committee;

- Attended numerous meetings with RANT Arts.

## 2. Devonport Regional Gallery

### 2.1 Gallery Exhibitions

#### ***Contiguity - A sharing of Stories: Sarah Brooke***

Little Gallery: 1 October – 14 November

Opening Attendance: 40

Artist, researcher, and teacher Sarah Brooke worked with three primary generalist classroom teachers, Nina Eberhart, Renee Franks and Kirsty Holmberg to share and discuss their experiences of learning, making and teaching visual arts. Together, the four collaborators worked on their own artworks in a collective and contiguous space: sharing experiences of teaching visual arts, discussing our process of making and exploring questions and ideas together.

This exhibition was one outcome of the PhD investigation Sarah Brooke is undertaking through the University of Tasmania. The impetus of this research emerged from Sarah's experiences in the secondary visual art classroom, where she found, students were coming to school with preconceived ideas around the visual arts which were often negative in nature.

#### ***Minds do Matter***

Upper Gallery: 1 October – 6 November

Opening Attendance: 45

*Minds Do Matter*, presented by RANT Arts, is a month-long community exhibition held annually in October celebrating Mental Health Week. *Minds Do Matter* invites participating artist to explore the relationship between art and mental health, celebrating the power of art to be life enhancing and life affirming. The 2021 theme was *Connect*.

#### ***Without a Sound: Melissa Smith 2021 Solo Commission Exhibition***

Main Gallery: 16 October – 26 November

Opening Attendance: 40

Floor talk Attendance: 13

Over many years, Melissa Smith has been drawn to the landscape of Lake Sorell on Tasmania's central plateau due to the solitude it offers. This exhibition of prints depicted Melissa's response to this particular landscape's whispers. This environment provides a sense of quietness, layered in its own history and stories. Melissa finds a unique sense of self-awareness is realised in such places which emanates a sense of life and hope within our ever-changing world that balances on a tipping point. A soundscape accompanied the exhibition, created from recordings by artist Jay-Dea Lopez on site at Lake Sorell.



Burnie Primary School students enjoyed their visit to the Gallery and the Creative Space.

### **Self-Reflections: Self-portraits by North-West Support School**

Foyer Space: 23 October – 27 November

No public event

The North-West Support School, with campuses in Devonport and Burnie, offers comprehensive individual learning for students from Kindergarten to Year 12. NWSS is a nurturing and supportive environment where students are valued and supported to participate fully in the classroom and specialist activities.

Each student who attends the North-West Support School contributed a self-portrait to the exhibition *Self-Reflections*.

Some of the portraits were completed at home involving the students' family and friends and others were made at school. The self-portraits showed the way the children see themselves and how they want to be seen by others.

### **Systematic**

Upper and Little Galleries: 20 November – 29 January

Artist Floor talk and Opening Attendance: 26

*Systematic* explores current artistic approaches to concepts of 'the system' showcasing eight Australian artists whose works constitute self-contained, interactive systems in their own right, or engage with systems principles at conceptual and material levels. Curator: Dr Eliza Burke Artists: Tega Brain, Ian Burns, Bill Hart, Jacob Leary, Nadège Philippe-Janon, Patrick Pound, Tricky Walsh & Laura Woodward.

*Systematic* is a Plimsoll Gallery exhibition toured by Contemporary Art Tasmania. The Plimsoll Gallery is supported by the University of Tasmania. Contemporary Art Tasmania is assisted by the Australian Government through the Australia Council, its principal arts funding and advisory body, and by the Visual Arts and Craft Strategy, an initiative of the Australian, State and Territory Governments, and is assisted through Arts Tasmania by the Minister for the Arts. This project has been assisted by the Australian Government through the Contemporary Touring Initiative program, through Arts Tasmania by the Minister for the Arts, the Hobart City Council's 'Creative Hobart' grants scheme and by the Contemporary Art Tasmania Exhibition Development Fund.



*Floor talk with Dr Eliza Burke, Curator of the exhibition Systematic.*

### ***Painting Places: Past and Present***

#### **Stephen Lees**

Main Gallery: 4 December – 29 January

Artist Floor talk and Opening Attendance: 27

Lees has been devoted to painting the Tasmanian landscape since he arrived in Devonport 45 years ago from Sydney to teach drawing, painting and art history at the local TAFE in Devonport as well as the college in Burnie. With *Painting Places: Past and Present* Lees has returned to the town where this whole venture began. The exhibition is not a survey show as such but some key paintings from the past are included to illustrate how his vision of the Tasmanian landscape has evolved. *Painting Places: Past and Present* is highly representative of Lees' working practice and his pursuit of Tasmanian colour and light.

### ***Ebb and Flow***

Foyer Space: 3 December – 15 January

No public event

The works in *Ebb and Flow* have been made by a group of Certificate IV in Visual Arts students from TasTAFE Devonport.

Ebb and flow cycles in nature are relentless. As artists we experience a state of ebb and flow in our all our creative pursuits. When in the flow, we are carried along by our creative energies; time ceases to exist and our creativity flourishes. But when experiencing the ebb of this cycle, we have come to understand that this too can be a positive place of quiet contemplation, giving us the time to review, rethink and redirect our vision.

## 2.2 Committee Updates

### Friends of the Gallery

The November and December Committee meetings were cancelled. The Committee is planning to resume their normal meeting schedule from February 2022.

### The Droogs

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

## 2.3 Education and Public Programs

The Creative Learning and Public Programs Officer is working towards re-introducing in-house and after-school workshop programs at the parnaple arts centre.

The online arts program Home Is Where the Art Is, can be accessed through the centre's website.

Event	Participation	Date
Ulverstone Primary School - Kinder Gallery and Creative Space Activity	24	4 Nov
Port Sorell Primary School - Grade 5/6 Gallery tour and Creative Spaces Activity	27	9 Nov
Romaine Primary School - Grade 5/6 Creative Writing Class	12	15 Nov
Books + Art	4	15 Nov
Floor talk and opening Upper and Little Galleries: Systematic	26	19 Nov
Burnie Primary School Grade 1 Gallery and Theatre tour, and Creative Spaces Activity	56	23 Nov
Opening Main Gallery Painting Places: Past & Present by Stephen Lees	27	3 Dec
Books + Art	5	13 Dec
<b>TOTAL</b>	<b>181</b>	

## 3. Bass Strait Maritime Centre

### 3.1 Bass Strait Maritime Centre Update

In November and December, new staff were appointed to customer service roles, the *Cats and Dogs: All at Sea* exhibition was farewelled, and a new exhibition, *Instrumental*, was installed and opened. One school visit and Bluff Blitz were undertaken as public programming events.

### 3.2 Collection Management and Auditing

The final stage of the internal collection audit was put on hold whilst the centre changed over exhibitions. The audit will continue in January with objects held in the workroom. Collection records and the PastPerfect database records continue to be assessed and corrected. The Historical Archives digitisation project now has around 9,000 pages completed.



### 3.3 Current Exhibition

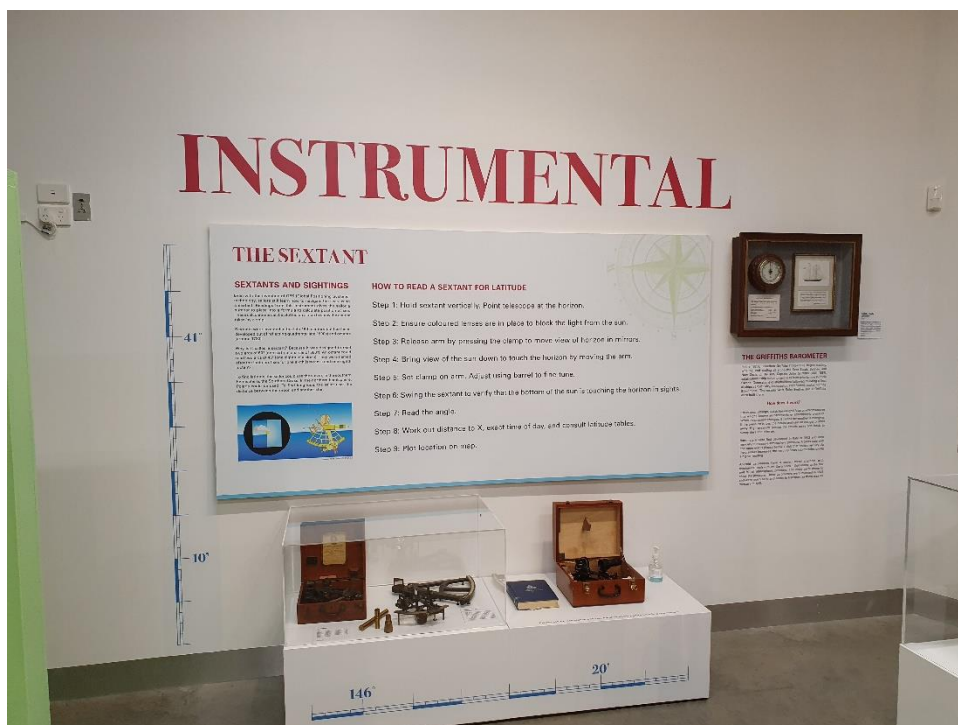
#### **Instrumental: Navigating and Communicating on the High Seas**

24 December – June 2022

This newly installed exhibition explores the BSMC Collection of maritime instrumentation and the stories behind each object.



*The full exhibition.*



*One of the walls including instructions on how to use a sextant with one from the educational collection for public use and the Griffiths Family Barometer on display.*



*The Holyman Family Flutina – a small accordion-like instrument dated circa 1860. This instrument, as well as an octant, were used on Holyman sailing ships in the 19<sup>th</sup> century. The patterned paper on the bellows provided the inspiration for the exhibition colours.*

### 3.4 Upcoming Exhibitions

Title	Source	Date
Devonport Embroiderer's Guild Annual Display	Community	July 2022
Nairana and Maheno	BSMC / Artist	July 2022
Remarkable: Stories of Australians and their Boats	ANMM	Nov 2022
Strata: Metals, Minerals, and Mining along the Strait	QVMAG	Feb 2023

### 3.5 Education and Public Programming

In November, there was one educational visit from Port Sorell Primary School and another Bluff Blitz was run with Sea Shepherd to clean Bluff Beach and add to Tangaroa Blue, the Australian Marine Debris Initiative Database as citizen science. Around 20kg of rubbish was collected by the participants.

No public programming ran in December due to new staff starting in the position.

Event	Participation	Date
School Visit: Port Sorell Primary School	23	9 Nov
Bluff Blitz	51	27 Nov
<b>TOTAL</b>	<b>74</b>	



## 4. Town Hall Theatre

### 4.1 Theatre Performances and Events, November and December 2021

#### World Festival of Magic

Friday 12 November

The World Festival of Magic presented two shows in Devonport. The Program is supported by local service clubs that distribute tickets in the community.

#### Caroline Small School of Dance

Saturday 4 December

Caroline Small School of Dance presented its end of year performance, *Cinderella*, at the Town Hall Theatre. The production featured both junior and senior students.

#### KC Studio of Dance

Saturday 11 December

KC Studio of Dance presented their end of year performance in the Town Hall Theatre. The concert featured 70 local young performers dancing to songs from Broadway musicals.

#### The Travelling Wilbury Sessions

Thursday 16 December

The performance featured many well-known Australian stars singing Wilbury hits.

#### Celtica

Friday 17 December

Celtic Illusion presented a high-energy performance of Irish dance, titled *Celtica*. The performance featured an elite dance troupe that included dancers from Lord of the Dance.

### 4.2 Upcoming Performances

Performance Event	Performance Date
Ingrid James' Love and Other Fiascos	Cancelled
Damien Leith	Thursday 3 February
Jimeoin (TBC)	Sunday 6 February
The Big Chill	Friday 11 February
The Rock Show	Thursday 24 February
Sweet Caroline Tour: The Neil Diamond Story	Friday 4 March
Ring of Fire – The Music of Johnny Cash	Friday 18 March

## 5. Participation Across Arts and Cultural Development

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 November 2021	Visitors December 2021
paranaple arts centre	2,219	3,352
Bass Strait Maritime Centre	274	255
<b>Total</b>	<b>2,493</b>	<b>3,607</b>

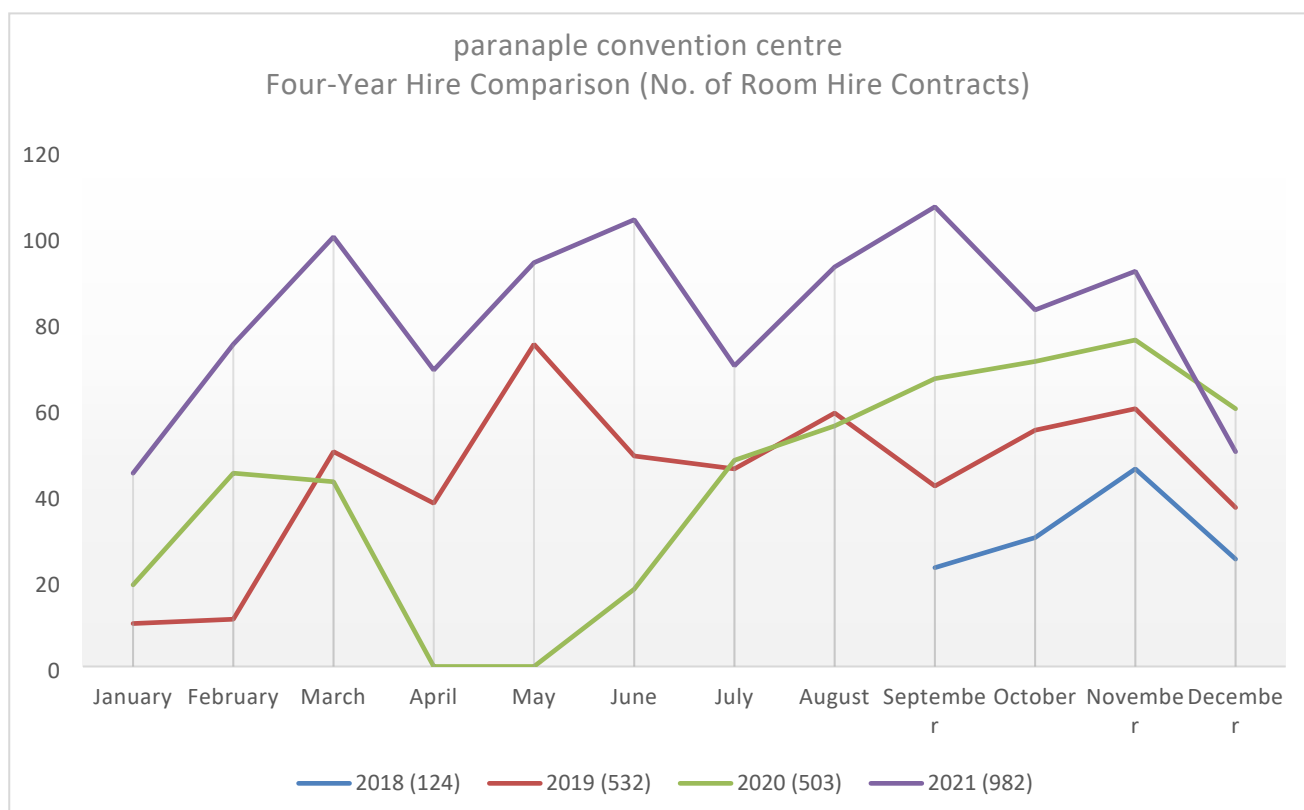
## 6. paranapple convention centre

### 6.1 Meetings at paranapple convention centre and Providore Place

For November and December, the DCC meeting rooms held 124 events, 18 events in the convention centre and 5 in the Market Square Pavilion. Total attendance of 5,556 patrons.

Events held in the paranapple convention centre:

Event	Presented by	Attendance
General Meeting	Local Government Association	54
Presentation Dinner	Devonport Gymnastics	166
Spring into Season 2021	Simplot Australia	115 per session x 3
First Cow Screening	Northwest Film Society	80
Niche Market Bazaar	St Giles Society	500+
Minamata Screening	Northwest Film Society	116
Code of Conduct Information Session	Real Estate Institute of Tasmania	100
Christmas Dinner	Elphinstone Pty Ltd	103
End of Year Celebration	Devonport Christian School	800
Annual General Meeting	Maritime Union of Australia	100
50th Anniversary Event	Mersey Community Care	115
Christmas Function	TassieCare	120
Training	Department of Justice	40
I hate Summer Screening	Northwest Film Society	70
Presentation Evening	Devonport High School	350
Christmas Luncheon	Forico	140
Celebration Dinner Year 10	Devonport High School	119
Distance Running Success with Nic Bideau and Stewart McSweyn	Private	120



Niche Market



DHS Leavers Dinner – Market Square

Arrivals

## 7. Tourism

### 7.1 Industry Knowledge and Development

During November the customer service staff had the opportunity to participate in online training from the Tasmanian Fire Service, hosted by the TVIN (Tasmanian Visitor Information Network). The focus was how to communicate to tourists the importance of bush fire alerts and how to find the information whilst traveling the State.

The Visitor Services Coordinator, Tim Cooper, was elected to the Statewide TVIN Board of Management. At the recent quarterly meeting, the focus was on the

value of the visitor centre, not just to the tourist but to the businesses within the community.

The relationship with the RTO, West x North-West remains positive. The opportunity for Council to utilise the skills and knowledge of the RTO when needed is a valuable connection.

## 7.2 Customer Service

Visitation to the centre increased on the same period last year. Customers continue to utilise the centre to plan itineraries based on the NW coast region.

The centre now takes a larger number of bus ticket bookings resulting in an increase in travel enquiries over the period.

### Tourism Product

Month	Conversion Rate	Average Spend	On Previous Year
November 2021	2.6%	\$77.10	221.21% ↑
December 2021	2.4%	\$69.39	26.23% ↑

**Note:** Conversion Rate is the number of transactions processed compared to the number of visitors/customers to the Visitor Information Centre

In November and December, the centre stocked the retail section with new lines in preparation of the upcoming tourist season.

### Retail Product

Month	Conversion Rate	Average Spend	On Previous Year
November 2021	3.0%	\$11.42	59.15% ↑
December 2021	3.0%	\$14.59	12.66% ↓

## 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

## 6.9 ELECTED MEMBERS EXPENSE REPORT TO 31 DECEMBER 2021

Author: **Jacqui Surtees, Executive Coordinator**

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

### RECOMMENDATION

That the bi-monthly report advising of Councillor allowances and expenses be received and noted.

### 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 November and December 2021 is detailed below:

**Mayor, Cr Annette Rockliff**                      \$109 – Telephone (November & December)

**All Councillors**                                      \$845.28 – Digital Devices (November & December)

Note: Due to the timing of credit card statements and invoices, expenditure is reported as and when the account is paid. Items in this report may relate to transactions that occurred in previous months.

### 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 2021-22 - as at 31 December 2021 [**6.9.1** - 1 page]

## 6.10 ANNUAL PLAN PROGRESS REPORT TO 31 DECEMBER 2021

Author: **Jacqui Surtees, Executive Coordinator**

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

### RECOMMENDATION

That Council receive and note the 2021/22 Annual Plan Progress Report for the period ended 31 December 2021.

### 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 2021/22 Annual Plan as of 31 December 2021.

### BACKGROUND

Council adopted its 2021/22 Annual Plan on 28 June 2021. 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

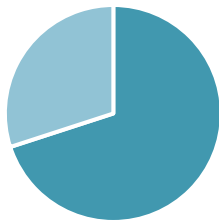
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

- Installation of 17 recycling bins has been completed.
- The Waterfront Park is progressing well, with the second major section of the elevated walkway installed just prior to Christmas 2021.
- Planning has commenced for International Women's Day.
- Consultation was undertaken for the Sports Infrastructure Master Plan and presented to the December 2021 Council meeting.
- With the National Trust, a mission statement has been developed regarding the future operational model for Home Hill.
- The Business Case for AP Automation was approved, and the project has commenced.

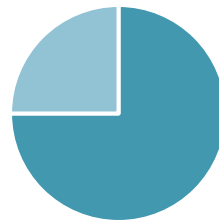
Comments are provided for each action in the Progress Report. Following are graphical snapshots of Council's performance against each Strategic Goal and Actions overall across the organisation as at the 31 December 2021.

### 2020/21 AP Actions - Organisation



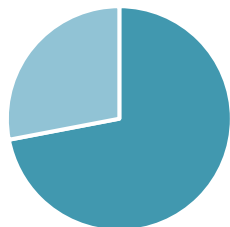
■ On Track - 70% ■ Off Track - 30%

### Goal 1 - Living Lightly on our Environment



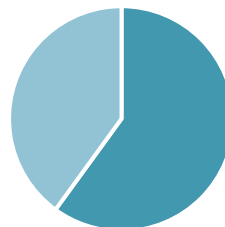
■ On Track - 75% ■ Off Track - 25%

### Goal 2 - Building a Unique City



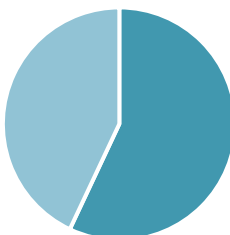
■ On Track - 72% ■ Off Track - 28%

### Goal 3 - Growing a Vibrant Economy



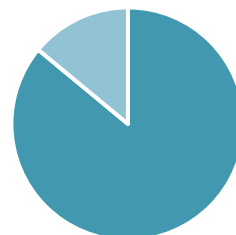
■ On Track - 60% ■ Off Track - 40%

### Goal 4 - Building Quality of Life



■ On Track - 57% ■ Off Track - 43%

### Goal 5 - Practicing Excellence in Governance



■ On Track - 86% ■ Off Track - 14%

#### 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 status of actions at this time.



### **CONCLUSION**

The 2021/22 Annual Plan Progress Report as of 31 December 2021 is provided for the information of the Councillors and the community.

### **ATTACHMENTS**

1. Annual Plan Progress Report as 31 December 2021 [**6.10.1** - 12 pages]

## **6.11 UNCONFIRMED MINUTES DEVONPORT CITY COUNCIL AUDIT PANEL**

Author: **Claire Jordan, Governance Officer**

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

### **RECOMMENDATION**

That Council receive and note the unconfirmed minutes of the Audit Panel meeting held on 29 November 2021.

### **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**

This is a report of the unconfirmed minutes of the Audit Panel meeting held on 29 November 2021.

### **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 29 November 2021 are included as a confidential attachment. Matters discussed at the meeting included:

- Memorandum of Audit Findings
- Annual Risk Overview
- Annual Report and AGM update
- Review of Annual Work Plan
- General Manager's Risk Assurance Declaration
- 2021 Audit Panel Self Assessment

### **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 systems 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 financial position 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 unconfirmed minutes of the Audit Panel meeting held on 29 November 2021 (confidential attachment) are presented to Council.

### **ATTACHMENTS**

Nil

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## **7 SECTION 23 COMMITTEES**

No Section 23 Committee meetings have been held since the last Council meeting.

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## 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
3.1	Confirmation of Closed Minutes – Council Meeting – 20 December 2021	15(2)(g)
3.2	Application for Leave of Absence	15(2)(h)
4.1	Confidential Attachments January 2022	15(2)(g)
5.1	Unconfirmed Minutes Joint Authorities	15(2)(g)
5.2	Hillcrest Affected Area Recovery Committee (HAARC)	15(2)(g)

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## **9 CLOSURE**