



GLAMORGAN SPRING BAY
COUNCIL

Notice of Meeting and Agenda

For the Ordinary
Meeting of
Council to be
held at Triabunna
Council Offices

28th June, 2016

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next ordinary meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday, 28th June, 2016 commencing at 5.00pm.



Dated this Thursday 23rd June, 2016

**David Metcalf
GENERAL MANAGER**

"I certify that with respect to all advice, information and recommendations provided to Council with this agenda:

- 1. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and***
- 2. Where any advice is given directly to the Council by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from any appropriately qualified or experienced person. "***

Note : Section 65 of The Local Government Act 1993 states –

- (1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.***
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council or council committee.***



**David Metcalf
GENERAL MANAGER**

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Audio Recording of Ordinary Meetings of Council

As determined by Glamorgan Spring Bay Council, all Ordinary and Special Meetings of Council will be electronically audio recorded from April 2014 onwards.

In accordance with the Local Government Act 1993 and Regulation 33, these audio files will be retained by Council for at least 6 months and made available for listening on written request by any person. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting.

1. Opening

The Mayor to welcome Councillors, staff and members of the public and declare the meeting open at (Time).

1.1 Present and Apologies

1.2 In Attendance

1.3 Declaration of Pecuniary Interests

In accordance with Regulation 8 of the Local Government (Meeting Procedures) Regulations 2005, the Mayor requests Elected Members to indicate whether they or a close associate have, or likely to have, a pecuniary interest in any item included in the Agenda.

2. Confirmation of Minutes and Workshops

2.1 Ordinary Meeting – May 24th, 2016

Recommendation

That the Minutes of the Ordinary Meeting held Tuesday 24th May, 2016 be confirmed as a true and correct record.

2.2 Workshop Held – May 24th, 2016

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2005*, it is reported that a workshop was held at 3pm on Tuesday 24th May in Swansea. This workshop included a review of risks associated with the live streaming of Council meetings, review of the new Credit Card Policy and the Long Term Financial Plan.

2.3 Workshop Held – May 31st, 2016

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2005*, it is reported that a workshop was held at 5pm on Tuesday 31st May in Triabunna. This workshop involved discussions with Dr Winston Johnson and Dr Pranesh Naidoo on the future of Triabunna medical services.

2.4 Workshop Held – June 7th, 2016

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2005*, it is reported that a workshop was held at 1pm on Tuesday 7th June in Triabunna. This workshop was a full half day workshop dedicated to budget discussions.

2.5 Workshop Held – June 14th, 2016

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2005*, it is reported that a workshop was held at 3pm on Tuesday 14th June in Triabunna. This workshop included a review of the NRM natural assets code submission for the statewide planning scheme, an overview of the existing Glamorgan Spring Bay Council By-Law in preparation for a review of this and an opportunity for any final feedback/input on the Annual Plan & Budget Estimates for 2016-17.

Recommendation

That Council notes this information.

3. PLANNING AUTHORITY SECTION

Under Regulation 25 of *Local Government (Meeting Procedures) Regulations 2005* the Chairperson hereby declares that the Council is now acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993* for Section 3 of the Agenda.

<p>Recommendation</p>

<p>That Council now acts as a Planning Authority. (Time:)</p>

3.1 DA16041 – Single Dwelling, 2 Bluff Circle, Swansea

Planning Assessment Report

Proposal:	Single Dwelling
Applicant:	Tasbuilt Manufactured Homes and Cabins
Location:	2 Bluff Circle, Swansea
Planning Document:	Glamorgan Spring Bay Interim Planning Scheme 2015 (Interim Scheme)
Zoning:	General Residential Zone
Application Date:	1 April 2016
Statutory Date:	27 May 2016 (Extension granted until 1 July 2016)
Discretions:	Four (4)
Attachments:	Appendix A – Plans Appendix B – Tasmanian Heritage Council Certificate of Exemption, THC Exemption No. 949, dated 19 April 2016
Author:	Patrick Carroll, Contract Planner

1. Executive Summary

- 1.1. Planning approval is sought for the development of a Single Dwelling at 2 Bluff Circle, Swansea.
- 1.2. The application is assessed under Section 57 of the *Land Use Planning and Approvals Act 1993*, due to the application relying on a number of different performance criteria.
- 1.3. One statutory representation was received. It is considered that some of the issues raised in the representation are of planning merit and relate to issues identified in the assessment and detailed in this report.
- 1.4. The proposal is recommended for conditional approval.
- 1.5. Due to the receipt of a statutory representation objecting to the proposed development, the final decision is delegated to the Planning Authority or to full Council acting as a planning authority.

2. Legislative & Policy Content

- 2.1. The purpose of this report is to enable the Planning Authority to determine application DA 2016 / 00041.
- 2.2. This determination must be made no later than 1 July 2016, which has been extended beyond the normal statutory timeframe with the consent of the applicant.
- 2.3. The relevant legislation is the *Land Use Planning and Approvals Act 1993 (LUPAA)*. The provisions of LUPAA require a planning authority to take all reasonable steps to ensure compliance with the planning scheme.
- 2.4. This report details the reasons for the officer recommendation. The Planning Authority must consider this report but is not bound to adopt the recommendation. Broadly, the Planning Authority can either: (1) adopt the recommendation, or (2) vary the recommendation by adding, modifying or removing recommended reasons and conditions or replacing an approval with a refusal (or vice versa). Any alternative decision requires a full statement of reasons to comply with the *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2005*.
- 2.5. This report has been prepared with appropriate regard to the State Policies that apply under the *State Policies and Projects Act 1993*.
- 2.6. This report has been prepared with appropriate regard to Council's Strategic Plan and other Council policies, and the application is not found to be inconsistent with these. Nevertheless, it must be recognised that the planning scheme is a regulatory document that provides the overriding consideration for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

3. Risk & Implications

- 3.1. Approval or refusal of this application will have no direct financial implications for the Planning Authority.
- 3.2. Implications for Council include general matters related to rate income, asset maintenance and renewal and responding to future building applications. No specific implications for Council have been identified.

4. Relevant Background and Past Applications

- 4.1. SA 2013/00014 – Subdivision into five lots – Approved

5. Site Detail

- 5.1. The site is located at 2 Bluff Circle, Swansea, which is approximately 1km north of Swansea.
- 5.2. The site is within the General Residential Zone. The lot has an area of 611m², and is currently vacant. The site is bound by the Nine Mile Beach Reserve (Environmental Management Zone) to the north, and is otherwise surrounded by land within the General Residential Zone. The property to the east has a Single Dwelling currently under construction, and the lot to the west is vacant.
- 5.3. The site slopes gently upwards from Bluff Circle, before sloping gently downwards towards the Nine Mile Beach Reserve.

5.4. The site is serviced by reticulated water, sewer and stormwater.



Figure 1. Aerial photography of the subject site.



Figure 2. The zoning of the subject site. The area coloured red denotes the 'General Residential Zone'. The land generally to the north is zoned 'Environmental Management'.



Figure 3. Overlays within the Interim Scheme that impact the subject site. The area hatched blue denotes the 'Waterway and Coastal Protection Area'. The area hatched red denotes the 'Coastal Erosion Investigation Area'.



Figure 4. The subject site, as viewed from the Bluff Circle road reservation.



Figure 5. The subject site, looking generally to the north-east.



Figure 6. The property at 3 Bluff Circle, Swansea, which is located generally to the south-east of the subject site.



Figure 7. The existing dwellings at 4 Bluff Circle (left) and 3 Bluff Circle (right), as viewed from the adjoining Nine Mile Beach reserve.



Figure 8. 3 Bluff Circle (left) & 4 Bluff Circle (right)



Figure 9. The property at 3 Bluff Circle, Swansea.



Figure 10. The property at 4 Bluff Circle, Swansea.



Figure 11. The property at 43A Shaw Street, Swansea, which is adjacent to the proposed development.

6. Proposal

- 6.1. The applicant has proposed the development of a single dwelling at 2 Bluff Circle, Swansea. The site has an area of 611m².
- 6.2. The proposed development is a two storey dwelling. On the ground floor, the proposed dwelling has two bedrooms, a bathroom, a kitchen/dining/living area, a double garage and a laundry. On the upper storey, the proposed dwelling has a bedroom, ensuite, and study.
- 6.3. The proposed dwelling also has a small deck, adjacent to one of the ground floor bedrooms.
- 6.4. The proposed dwelling measures 16.08m by 10.99m, and will be constructed to a maximum height of 6.15m above natural ground level. The applicant has proposed that the dwelling will be situated 3.87m from the frontage or southern boundary of the site, 1.00m from the south-eastern (or side) boundary, 15.00m from the northern (or rear) boundary, and 1.85m from the north-western (or side) boundary of the site.



Figure 12. A three dimensional render of the proposed development, as prepared by the applicant.

7. Assessment against planning scheme provisions

7.1. The *Glamorgan Spring Bay Interim Planning Scheme 2015* is a performance based planning scheme. To meet an applicable standard, a proposal must demonstrate compliance with either an acceptable solution or a performance criterion. Where a proposal complies with a standard by relying on one or more performance criteria, the Council may approve or refuse the proposal on that basis. The ability to approve or refuse the proposal relates only to the performance criteria relied on.

7.2. The following provisions are relevant to the proposed use and development;

- Section D10.0 – General Residential Zone
- Section E5.0 – Road and Railway Assets Code
- Section E6.0 – Parking and Access Code
- Section E7.0 – Stormwater Management Code
- Section E11.0 – Waterway and Coastal Protection Code
- Section E16.0 – Coastal Erosion Hazard Code

7.3. The proposed development relies on the following Performance Criteria:

		Requirement	Proposed
1	Setbacks and Building Envelope for all dwellings.	<p>Section 10.4.2.A3 states:</p> <p><i>A dwelling, excluding outbuildings with a building height of not more than 2.4 m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m horizontally beyond the building envelope, must:</i></p> <ul style="list-style-type: none"> a) <i>be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by:</i> i. <i>a distance equal to the frontage setback or, for an internal lot, a distance of 4.5 m from the rear boundary of a lot with an adjoining frontage; and</i> ii. <i>projecting a line at an angle of 45 degrees from the horizontal at a height of 3 m above natural ground level at</i> 	The proposed development is sited outside the permitted Building Envelope.



		<p><i>the side boundaries and a distance of 4 m from the rear boundary to a building height of not more than 8.5 m above natural ground level; and</i></p> <p><i>b) only have a setback within 1.5 m of a side boundary if the dwelling:</i></p> <p><i>i. does not extend beyond an existing building built on or within 0.2 m of the boundary of the adjoining lot; or</i></p> <p><i>ii. does not exceed a total length of 9 m or one-third the length of the side boundary (whichever is the lesser).</i></p>	
2	Surface Treatment of Parking Areas	<p>The Acceptable Solution in Section E6.7.6.A1 states:</p> <p><i>Parking spaces and vehicle circulation roadways must be in accordance with all of the following;</i></p> <p><i>a) paved or treated with a durable all-weather pavement where within 75m of a property boundary or a sealed roadway;</i></p> <p><i>b) drained to an approved stormwater system,</i></p> <p><i>unless the road from which access is provided to the property is unsealed.</i></p>	The applicant has proposed a compacted crushed rock driveway.
3	Buildings and Works within Waterway and Coastal Protection Area	<p>The Acceptable Solution in Section E11.7.1.A1 states:</p> <p><i>Building and works within a Waterway and Coastal Protection Area must be within a building area on a plan of subdivision approved under this planning scheme.</i></p>	The subdivision that created the lot was approved under a previous planning scheme.
4	Buildings and Works within Coastal Erosion Hazard Zone	<p>The Acceptable Solution in Section E16.7.1.A1 states:</p> <p><i>No Acceptable Solution.</i></p>	The site is within a Coastal Erosion Investigation Area, as shown on the planning scheme maps.

7.3.1. **Item 1 – Setbacks and Building Envelope for all Dwellings**

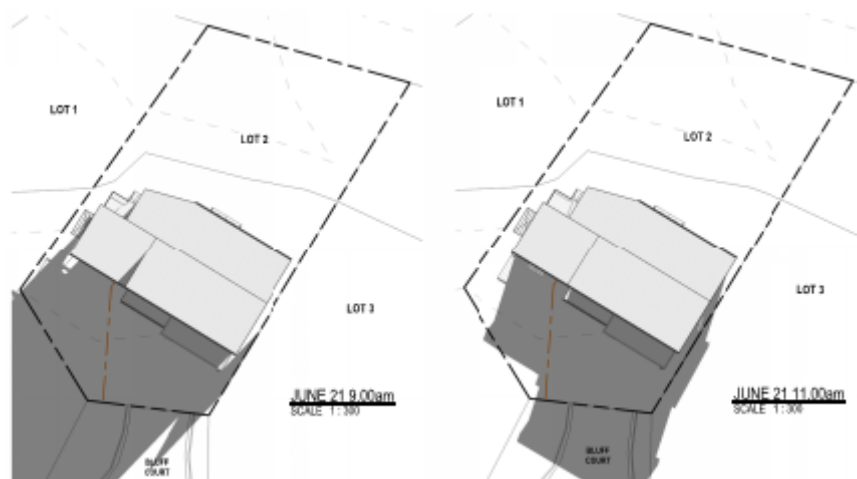
7.3.1.1. The wall on the south-eastern elevation of the proposed development will be built to a maximum height of 5.85 metres above natural ground level, and setback 1.00 metre from the south-eastern boundary of the lot. As such, the proposed development does not comply with the permitted building envelope, as described in Section 10.4.2.A3. The development must be assessed against the relevant Performance Criteria.

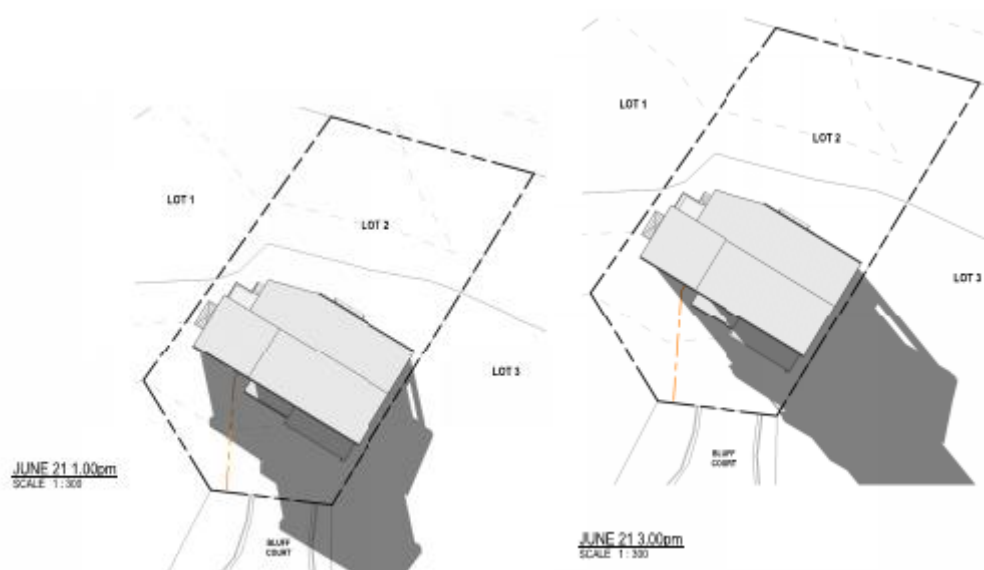
7.3.1.2. Section 10.4.2.P3 states:

The siting and scale of a dwelling must:

- a) *not cause unreasonable loss of amenity by:*
 - i. *reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or*
 - ii. *overshadowing the private open space of a dwelling on an adjoining lot; or*
 - iii. *overshadowing of an adjoining vacant lot; or*
 - iv. *visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and*
- b) *provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.*

7.3.1.3. The site has two adjoining lots, being 1 Bluff Circle and 3 Bluff Circle. 1 Bluff Circle is currently vacant, and 3 Bluff Circle is currently being developed with a Single Dwelling. The applicant has submitted shadow diagrams as part of the application (refer to DWG 552015 A07 and Figures 13-16, below). The shadow diagrams show that there will be some shadowing of 3 Bluff Circle at winter solstice, from approximately 1.00pm onwards. However, the Performance Criteria states that Council can only consider overshadowing to habitable rooms (not including bedrooms).





Figures 13 to 16. Shadow diagrams of the proposed development at June 21 (winter solstice), as prepared by the applicant.

Top left – 9.00am; Top right – 11.00am; Bottom left – 1.00pm; Bottom right – 3.00pm

- 7.3.1.4. On the north-eastern elevation of 3 Bluff Circle (i.e. the adjoining property), there are three rooms, being a garage, a bathroom, and a bedroom. A garage and a bathroom are not habitable rooms, and a bedroom is excluded from consideration. As such, there is no impact to be assessed under the Performance Criteria for overshadowing to 3 Bluff Circle.
- 7.3.1.5. The adjacent dwelling at 3 Bluff Circle does not have any areas of private open space that will be impacted by overshadowing. As mentioned, 1 Bluff Circle is vacant. The submitted shadow diagrams show no overshadowing to this lot.
- 7.3.1.6. The proposed development is not considered to create unreasonable visual impacts through scale, bulk or proportions, when viewed from an adjoining lot.
- 7.3.1.7. Separation between dwellings is deemed to be consistent with that which prevails in the surrounding area.
- 7.3.1.8. As such, the proposed development will not cause an unreasonable loss of amenity to the occupants of an adjoining lot, and the development is considered to satisfy the Performance Criteria in Section 10.4.2.A3.

7.3.2. Item 2 – Surface Treatment of Parking Areas

- 7.3.2.1. The applicant has proposed a compacted crushed rock driveway, which does not satisfy the Acceptable Solution. As such, the application is discretionary, and must be assessed against the relevant Performance Criteria.

7.3.2.2. Section E6.7.6.P1 states:

Parking spaces and vehicle circulation roadways must not unreasonably detract from the amenity of users, adjoining occupiers or the quality of the environment through dust or mud generation or sediment transport, having regard to all of the following:

- a) the suitability of the surface treatment;*
- b) the characteristics of the use or development;*
- c) measures to mitigate mud or dust generation or sediment transport.*

7.3.2.3. The proposed compacted crushed rock surface will serve as an access and turning area for the double garage. The proposed dwelling has three bedrooms, so the proposed driveway is considered adequate for the use. For further commentary, please refer to the comments of Council's Senior Technical Officer. The proposed parking area is unlikely to detract from the amenity of users of the lot, the adjoining occupiers or the environment through dust or sediment transport.

7.3.2.4. The proposed surface treatment is considered to satisfy the Performance Criteria in Section E6.7.6.P1.

7.3.3. Item 3 – Waterway and Coastal Protection Area

7.3.3.1. Part of the proposed dwelling will project into the Waterway and Coastal Protection Area. The subdivision was not approved under the *Glamorgan Spring Bay Interim Planning Scheme 2015*. As a result, the development does not satisfy the Acceptable Solution in Section E11.7.1.A1.

7.3.3.2. The relevant Performance Criteria in Section E11.7.1.P1 states:

Building and works within a Waterway and Coastal Protection Area must satisfy all of the following:

- a) avoid or mitigate impact on natural values;*
- b) mitigate and manage adverse erosion, sedimentation and runoff impacts on natural values;*
- c) avoid or mitigate impacts on riparian or littoral vegetation;*
- d) maintain natural streambank and streambed condition, (where it exists);*
- e) maintain in-stream natural habitat, such as fallen logs, bank overhangs, rocks and trailing vegetation;*
- f) avoid significantly impeding natural flow and drainage;*
- g) maintain fish passage (where applicable);*
- h) avoid landfilling of wetlands;*
- i) works are undertaken generally in accordance with 'Wetlands and Waterways Works Manual' (DPIWE, 2003) and*

“Tasmanian Coastal Works Manual” (DPIPWE, Page and Thorp, 2010), and the unnecessary use of machinery within watercourses or wetlands is avoided.

- 7.3.3.3. The development is setback 15.00 metres from the rear boundary of the lot. The rear boundary adjoins the dune of the waterway. The dune of the waterway is elevated above the water level of Nine Mile Beach.
- 7.3.3.4. The setback of the development from the waterway is adequate enough that there will be no significant impact to the natural values of the adjoining Crown Reserve.
- 7.3.3.5. Stormwater will be collected on-site for reuse, as well as discharging to Council's public stormwater infrastructure, resulting in little increase in run-off to the waterway. There is also no heavy traffic (i.e. foot traffic or vehicular movements) at the rear of the lot, in addition to the 15.00 metre setback of the development from the rear boundary, so erosion will be minimised.
- 7.3.3.6. No riparian or littoral vegetation is proposed to be removed, nor will the in-stream natural habitat be affected.
- 7.3.3.7. The natural flow and drainage of the waterway will not be affected by the proposal, and no landfill of wetlands is proposed.
- 7.3.3.8. Should Council grant approval for the proposed development, it is recommended that a condition be included on the permit, requiring that all works are in accordance with the 'Wetlands and Waterways Works Manual' (DPIPWE, 2003) and the 'Tasmanian Coastal Works Manual' (DPIPWE, Page and Thorp, 2010).
- 7.3.3.9. Taking into account all of the above, it is considered that the proposed development satisfies the Performance Criteria in Section E11.7.1.P1.

7.3.4. Item 4 – Buildings and Works within a Coastal Erosion Hazard Area

- 7.3.4.1. The lot is listed as a Coastal Erosion Investigation Area, as shown on the planning scheme maps. There is no Acceptable Solution for buildings and works within a Coastal Erosion Hazard Area. The relevant Performance Criteria in Section E16.7.1.P1 states:

Buildings and works must satisfy all of the following:

- a) *not increase the level of risk to the life of the users of the site or of hazard for adjoining or nearby properties or public infrastructure;*
- b) *erosion risk arising from wave run-up, including impact and material suitability, may be mitigated to an acceptable level through structural or design methods used to avoid damage to, or loss of, buildings or works;*
- c) *erosion risk is mitigated to an acceptable level through measures to modify the hazard where these measures are designed and certified by an engineer with suitable experience in coastal, civil and/or hydraulic engineering;*
- d) *need for future remediation works is minimised;*
- e) *health and safety of people is not placed at risk;*

- f) important natural features are adequately protected;*
- g) public foreshore access is not obstructed where the managing public authority requires it to continue to exist;*
- h) access to the site will not be lost or substantially compromised by expected future erosion whether on the proposed site or off-site;*
- i) provision of a developer contribution for required mitigation works consistent with any adopted Council Policy, prior to commencement of works;*
- j) not be located on an actively mobile landform.*

- 7.3.4.2. It should be noted that the site is listed as a Coastal Erosion Investigation Area only, and is not identified at this time as being susceptible to a low, medium or high risk of coastal erosion.
- 7.3.4.3. It is assumed, considering the erosion hazard classification of the site and the setback of the development from the waterway, that there will be minimal (if any) need for remediation works, and that the development will not cause any undue risk to health and safety of either the owners, the occupants, adjoining property owners or members of the public.
- 7.3.4.4. The development is adequately setback from the coastal reserve that there is adequate protection for any important natural features. This protection will continue to be maintained through the presence of the Part V Agreement, which is already registered on the Certificate of Title.
- 7.3.4.5. Access to the foreshore will not be impacted at all.
- 7.3.4.6. Council does not have a policy which requires developer contributions for coastal mitigation works.
- 7.3.4.7. The development is not located on an actively mobile landform.
- 7.3.4.8. In addressing (b) and (c) above, the application was not submitted with adequate information to make a full assessment. However, as the site is an Investigation Area only (i.e. not an area identified as being a Low, Moderate or High Coastal Erosion Hazard Area), the proposed development can demonstrate compliance with the Performance Criteria, provided that a condition is placed on the permit that requires the applicant to provide professional advice (i.e. from a suitably qualified civil, coastal or hydraulic engineer) that erosion risks are mitigated to an acceptable level.
- 7.3.4.9. The proposed development satisfies the Performance Criteria in Section E16.7.1.P1.

8. Referrals

8.1. Council's Technical Officer

8.1.1. The application was referred to Council's Senior Technical Officer, who has provided the following comment:

The application is for a new dwelling at 2 Bluff Circle, Swansea.

There is an existing nominal concrete vehicle access off Bluff Circle but as the access is off the turning head the apron is less than 1 metre long.

Parking and manoeuvring areas within the lot are proposed to be gravel. There is little buffer between the gravel access/car park within the lot and Councils Road due to the very short concrete apron. Careful choice of material and construction will be required to ensure gravel is not tracked onto the Council Road.

The proposal incorporates a double garage and there is sufficient room for 2 spaces externally, or 1 space and a turning bay.

The applicant has proposed rainwater tanks with overflow to the piped stormwater system.

Sewer, water and stormwater services are available to the lot.

8.1.2. Council's Senior Technical Officer has recommended that conditions and advice be included on the permit, should Council grant approval for the proposed development.

8.2. Tasmanian Heritage Council

8.2.1. The application is for a place listed on the Tasmanian Heritage Register. Place ID 1557 is for Harbottles Cottage, also known as Bluff Cottage, formerly Caulfield Cottage, 45 Shaw Street, Swansea. 2 Bluff Circle was created when 45 Shaw Street was subdivided. Advice was sought from the Tasmanian Heritage Council, who confirmed that the listing on the Tasmanian Heritage Register still includes the land at 2 Bluff Circle.

8.2.2. The Tasmanian Heritage Council provided a Certificate of Exemption (THC Exemption No. 949, dated 19 April 2016) for the proposed development, pursuant to section 42(3)(a) of the *Historic Cultural Heritage Act 1995*. No conditions or advice have been imposed by the Tasmanian Heritage Council.

9. Concerns raised by representors

9.1. The following table outlines the issues raised in the statutory representation.

Issue	Response
<p><i>I am writing to express my concerns over the planning application for a new dwelling at 2 Bluff Circle, Swansea.</i></p> <p><i>Our primary concern is that the proposed dwelling does not meet the Part 5 agreement established to protect not only the sensitivity of the coastal reserve and the heritage values of the site but also to protect each and every owner within the subdivision and the surrounding area.</i></p> <p><i>It is clear that the proposed building will exceed the 5m height restriction for the subdivision which is of significant concern to us. The main bedroom window of the proposed dwelling in its current position will look directly down into our main bedroom window which was designed as a highlight window to avoid such issues.</i></p>	<p>The Agreement made pursuant to Section 71 of the <i>Land Use Planning and Approvals Act 1993</i> relevantly states:</p> <p><i>Section 3.1. The Owner covenants and agrees with the Council that:</i></p> <ul style="list-style-type: none"> <i>a) No building shall be erected on any Lot within 15 metres of the coastal reserve boundary; and</i> <i>b) Any buildings erected on any Lots on the plan must be restricted to no more than 5 metres in height, unless the Council is satisfied by evidence provided by the Owner that:</i> <ul style="list-style-type: none"> <i>i. The sunlight, daylight and privacy of any adjoining or nearby properties will not be unduly affected;</i> <i>ii. The appearance of the building will be in sympathy with the surrounding buildings;</i> <i>iii. The streetscape, skyline or character of the area will not be unduly affected; and</i> <i>iv. The building will not impact on the appearance, amenity or landscape values of the foreshore area.</i> <p>No building is within 15m of the coastal reserve boundary. 3.1(a) is satisfied.</p> <p>The building is greater than 5.00 metres in height. To be consistent with the Agreement, Council must be satisfied that 3.1(b)(i)-(iv) are met. It is the Officer's opinion that:</p> <ul style="list-style-type: none"> a) Based on the shadow diagrams provided by the applicant, sunlight and daylight to adjoining properties will not be unduly affected. b) The appearance of the proposed dwelling is both consistent with and in sympathy with the buildings that surround the lot (refer to Figures 8 to 11, above). c) The streetscape, skyline and character of the area are not unduly affected (refer to Figures 8 to 11, above for examples of existing dwellings in the immediate vicinity). d) Due to the proposed setback from the foreshore, the building will not be visibly dominant from the Nine Mile Beach Reserve (refer to Figure 7 for an image of the properties at 3 & 4 Bluff Circle, as viewed from the coastal reserve).

	Despite the proposed building being over 5.00 metres in height, it is the Officer's opinion that the proposed development satisfies the requirements of Section 3.1(a) and (b) of the Part V Agreement, registered on the Certificate of Title.
<i>Another significant concern is the proximity of the Eastern wall to our adjoining boundary with a side setback of just 1 metre and with the proposed height of the wall being 5650mm. The plans also show the requirement to add fill in order to bring the driveway up to the garage slab height. This will most likely result in the finished height being greater than the planned 5650mm. This falls way outside the building envelope and goes against everything that the agreement combined with the side setbacks are designed to protect.</i>	The concerns of the representor are noted. Please refer to Item 1 in Section 7.3.1, above.
<i>The agreements, setbacks and building envelopes are there for a reason, and I don't believe the argument of "the dwelling corner falls outside building envelope due to the limited area available for construction" is a valid one. We each purchased the blocks knowing the restrictions in place and even though our building envelope was similar we have been able to design a house that fits within the council requirements.</i>	The concerns of the representor are noted. Refer to comments above regarding Part V Agreement and Item 1 in Section 7.3.1, above.

10. Conclusion

The proposed Single Dwelling at 2 Bluff Circle, Swansea satisfies the relevant provisions of the *Glamorgan Spring Bay Interim Planning Scheme 2015* as outlined in this report and is recommended for approval.

11. Recommendations

That:

- A. Pursuant to Section 57 of the Land Use Planning & Approvals Act 1993 and the Glamorgan Spring Bay Interim Planning Scheme 2015, that the application for Single Dwelling at 2 Bluff Circle, SWANSEA (DA 2016/00041), be APPROVED subject to the following conditions:**

General

- The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.

2. This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit or the date of the last letter to any representor, whichever is later, in accordance with section 53 of the Land Use Planning and Approvals Act 1993.

Coastal Erosion

3. Prior to the issue of building consent under the Building Act 2000, the applicant must provide a report from a suitably qualified individual (i.e. a coastal, civil or hydraulic engineer), who is currently practicing with relevant CPEng or NPER accreditation and an appropriate level of professional indemnity and public liability insurance, stating that:

- a) The development is not at risk of coastal erosion; or
- b) The coastal erosion risk to the development is currently mitigated to an acceptable level, and no structural or design methods are required to avoid damage to, or loss of, buildings and works; or
- c) There is currently an unacceptable level of coastal erosion risk to the development, and that this risk must be mitigated through recommended structural or design methods, which are required to avoid damage to, or loss of, buildings and works.

The report must be provided to Council's General Manager for approval. Once approved, the report (and all recommendations included within) will form part of this permit and must be adhered to.

4. Please provide written confirmation from the author of the report required in Condition 3 that the author:
 - a) Is currently practicing; and
 - b) Currently possesses relevant CPEng or NPER accreditation; and
 - c) Currently possesses an appropriate level of professional indemnity and public liability insurance.

Waterways and Coastal Protection

5. All works must be in accordance with the 'Wetlands and Waterways Works Manual' (DPIPWE, 2003) and the 'Tasmanian Coastal Works Manual' (DPIPWE, Page and Thorp, 2010).

Amenity

6. All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the General Manager.

Parking and Access

7. At least two (2) parking spaces must be provided on the land at all times for the use of the occupiers in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney.
8. The areas set-aside for parking and associated access and turning must be provided in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney and to the satisfaction of Council's General Manager, and must include all of the following:
 - a) Constructed with a durable all weather pavement

- b) Drained to an approved stormwater system
9. The internal driveway and areas set-aside for parking and associated access and turning must be designed, constructed and maintained to avoid dust or mud generation, erosion and sediment transfer off site (including to Councils Road) or destabilisation of the soil on site or on adjacent properties to the standard required by Council's General Manager.

Stormwater

10. All rainwater run-off from roof surfaces generated as a result of the development must be collected and stored in tank(s) to provide a minimum capacity of 5,000 Litres for on site use.
11. All stormwater run-off from impervious surfaces and storage tanks must drain to a legal discharge point to the satisfaction of Council's General Manager and in accordance with a Plumbing permit issued by the Permit Authority in accordance with the Building Act 2000. No stormwater run-off generated by the development must be permitted to discharge to sewer or onto an adjoining allotment other than to a registered drainage easement in favour of the source allotment.

Soil and Water Management

12. Before any work commences a soil and water management plan (SWMP) prepared in accordance with the guidelines Soil and Water Management on Building and Construction Sites, by the Derwent Estuary Programme and NRM South, must be approved by Council's General Manager before development of the land commences. The SWMP shall form part of this permit when approved.
13. Before any work commences install temporary run-off, erosion and sediment controls in accordance with the recommendations of the approved SWMP and maintain these controls at full operational capacity until the land is effectively rehabilitated and stabilised after completion of the development in accordance with the guidelines Soil and Water Management on Building and Construction Sites, by the Derwent Estuary Programme and NRM South and to the satisfaction of Council's General Manager.

Construction amenity

14. The development must only be carried out between the following hours unless otherwise approved by the Council's General Manager:
- | | |
|---|-------------------------|
| • Monday to Friday | 7:00 a.m. to 6:00 p.m. |
| • Saturday | 8:00 a.m. to 6:00 p.m. |
| • Sunday and State-wide public holidays | 10:00 a.m. to 6:00 p.m. |
15. All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
- a) Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
 - b) The transportation of materials, goods and commodities to and from the land.
 - c) Obstruction of any public footway or highway.
 - d) Appearance of any building, works or materials.
16. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's General Manager.

17. Public roadways or footpaths must not be used for the storage of any construction materials or wastes, for the loading/unloading of any vehicle or equipment; or for the carrying out of any work, process or tasks associated with the project during the construction period.
18. The developer must make good and/or clean any footpath, road surface or other element damaged or soiled by the development to the satisfaction of the Council's General Manager.
19. The developer must provide a commercial skip (or similar) for the storage of builders waste on site and arrange for the removal and disposal of the waste to an approved landfill site by private contract.

B. The following advice is provided to the applicant:

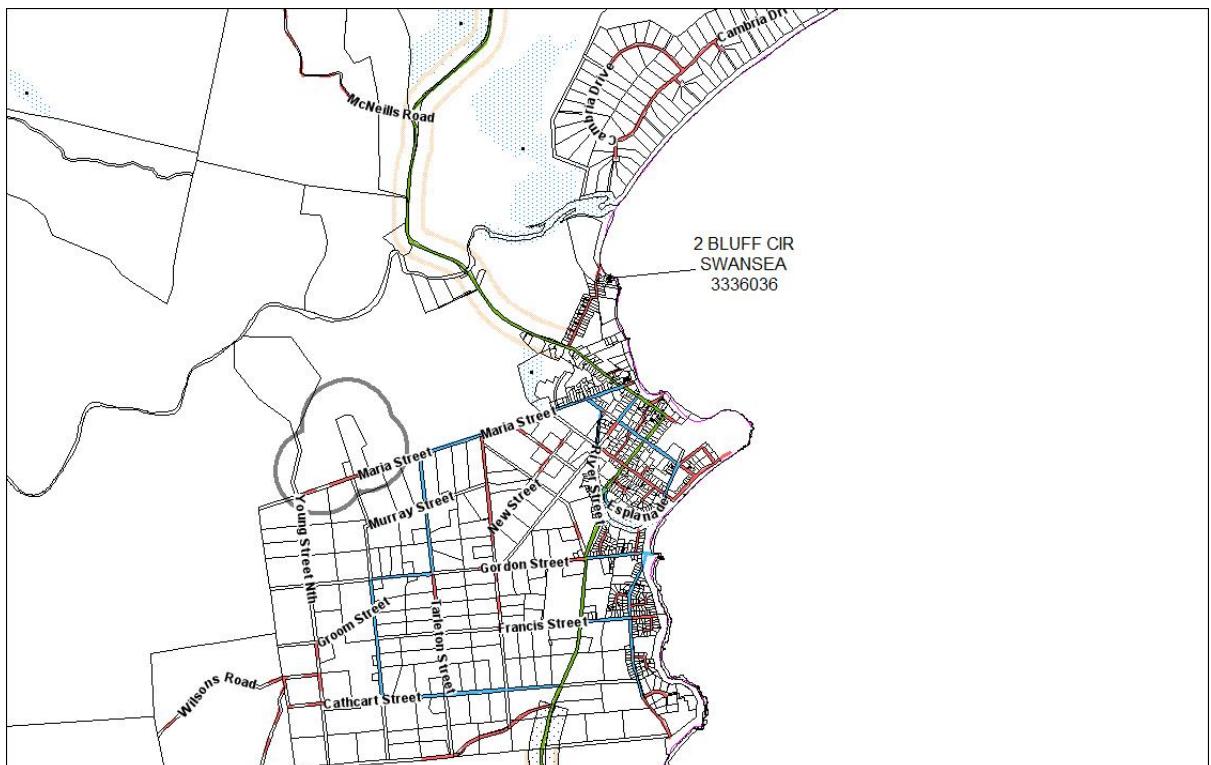
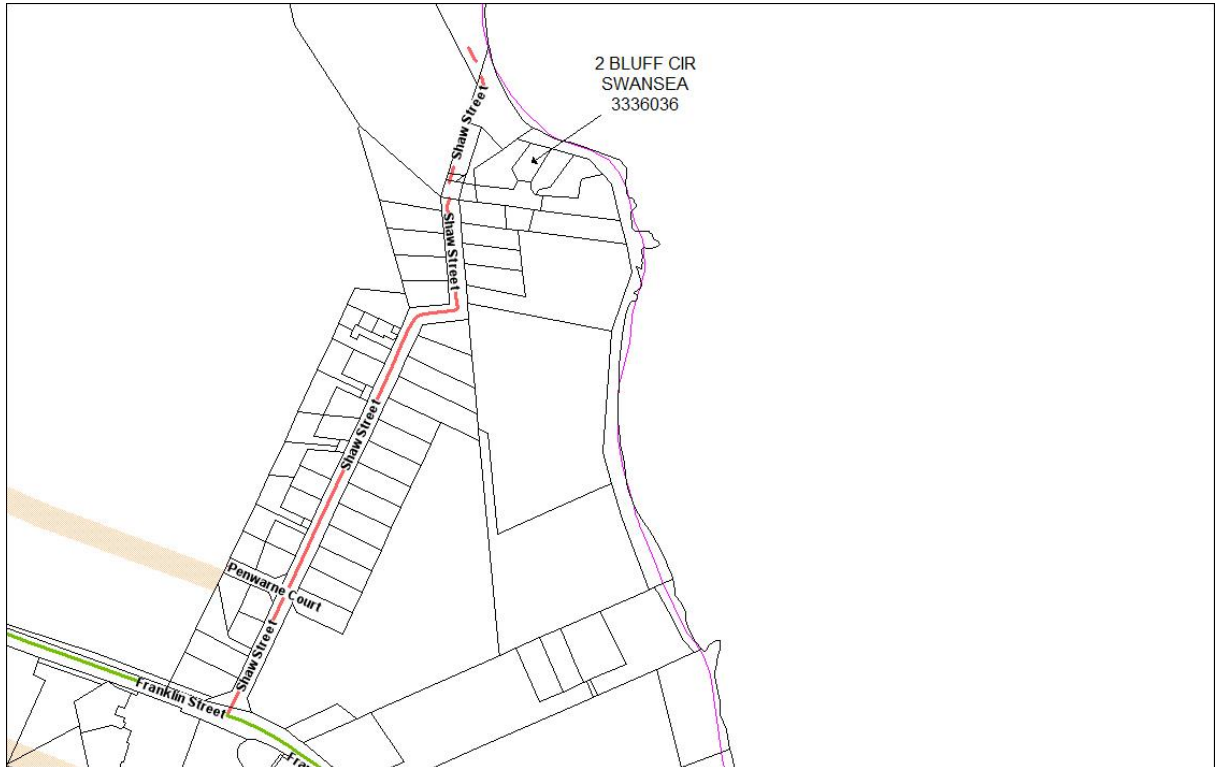
1. This permit is valid for two (2) years only from the date it takes effect and will lapse if substantial commencement of the use or development does not take place within that time.
2. Pursuant to Section 61 of the Land Use and Planning Approvals Act 1993, you may appeal against any of the conditions imposed on this approval by lodging with the Resource Management and Planning Appeal Tribunal, a notice of appeal, (telephone (03) 6233 6464). Any appeal is required by the Act to be instituted within fourteen days of the service of this approval on you.
3. Builders waste, other than of a quantity and size able to be enclosed within a standard 140 Litre mobile garbage bin, will not be accepted at Council's Waste Management Centres. All asbestos based waste must be disposed of in accordance with the Code of Practice for the Safe Removal of Asbestos NOHSC: 2002(1988). No material containing asbestos may be dumped at Council's Waste Management Centres.
4. This permit does not imply that any other approval required under any other legislation or by-law has been granted.
5. The issue of this permit does not ensure compliance with the provisions of the Threatened Species Protection Act 1995 or the Commonwealth Environmental Protection and Biodiversity Protection Act 1999. The applicant may be liable to complaints in relation to any non-compliance with these Acts and may be required to apply to the Policy and Conservation Assessment Branch of the Department of Primary Industry, Water & Environment or the Commonwealth Minister for a permit.
6. Through the act of granting this permit the Glamorgan Spring Bay Council is not and is in no way to be construed as making any representation, providing any advice, issuing any guarantee or giving any assurance to any person or entity regarding the impact or potential impact of the effects of climate change on the proposed use and/or development or the subject land generally. It is the sole responsibility of the applicant and/or the land owner to investigate and satisfy themselves as to the impact or potential impact of the effects of climate change on the proposed use and/or development and the subject land generally.
7. A Certificate of Plumbing Compliance (Form 33) is to be completed by a registered plumber and submitted to the GSBC Permit Authority as part of the requisite plumbing permit application.
8. Note: The applicants are referred to The Department of Primary Industries and Water report on Coastal Vulnerability at
<http://www.dpiw.tas.gov.au/inter.nsf/WebPages/PMAS-6RG5WX?open>

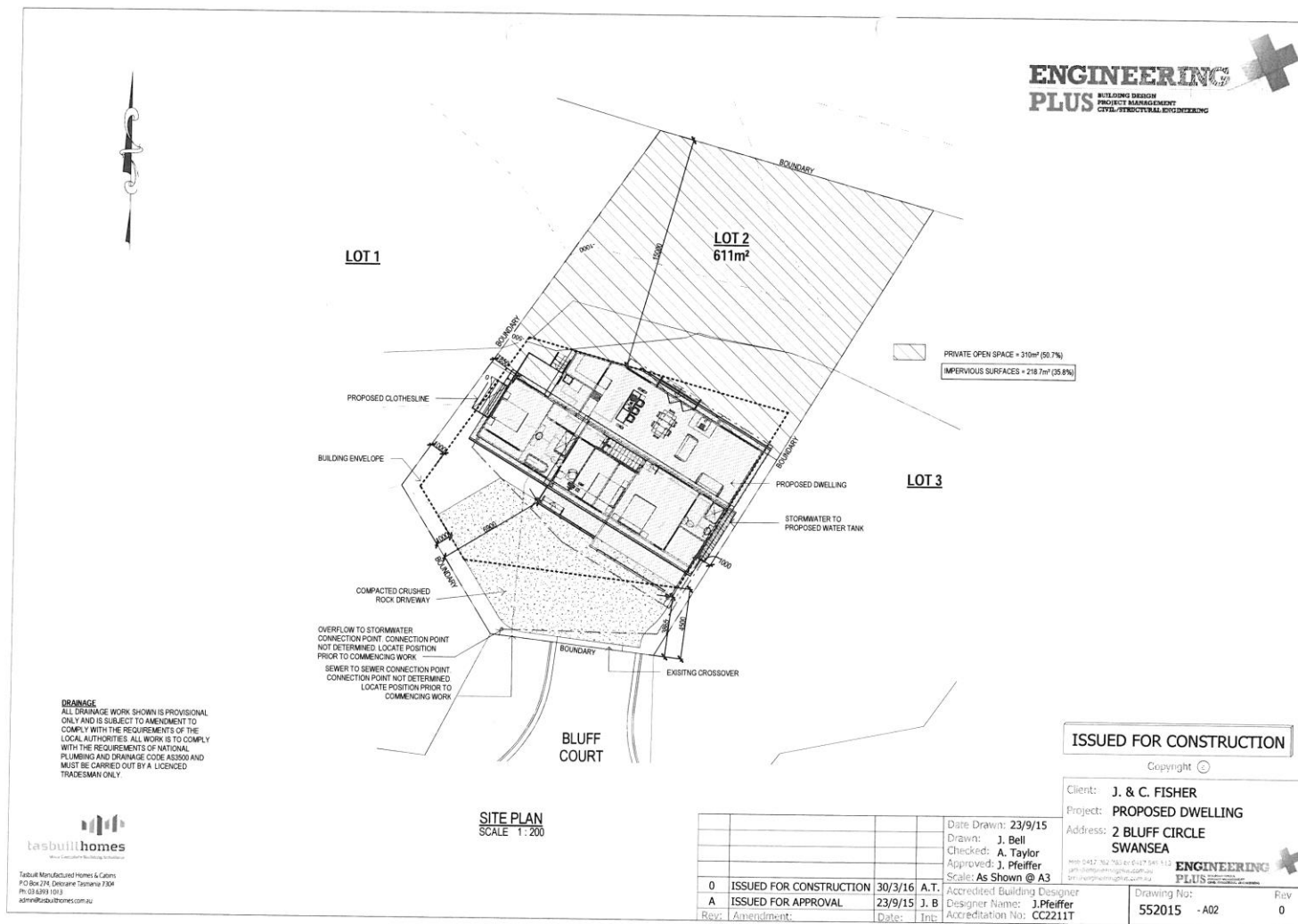
9. In the event that any suspected Aboriginal cultural material is inadvertently encountered during surface or sub surface disturbances associated with development of the site, then the activity creating the disturbance should cease immediately, and the TALC (ph. 62310288) and the Manager Aboriginal Heritage Section at DTPHA in Hobart (ph 62333927) should be informed to enable further assessment of the situation.

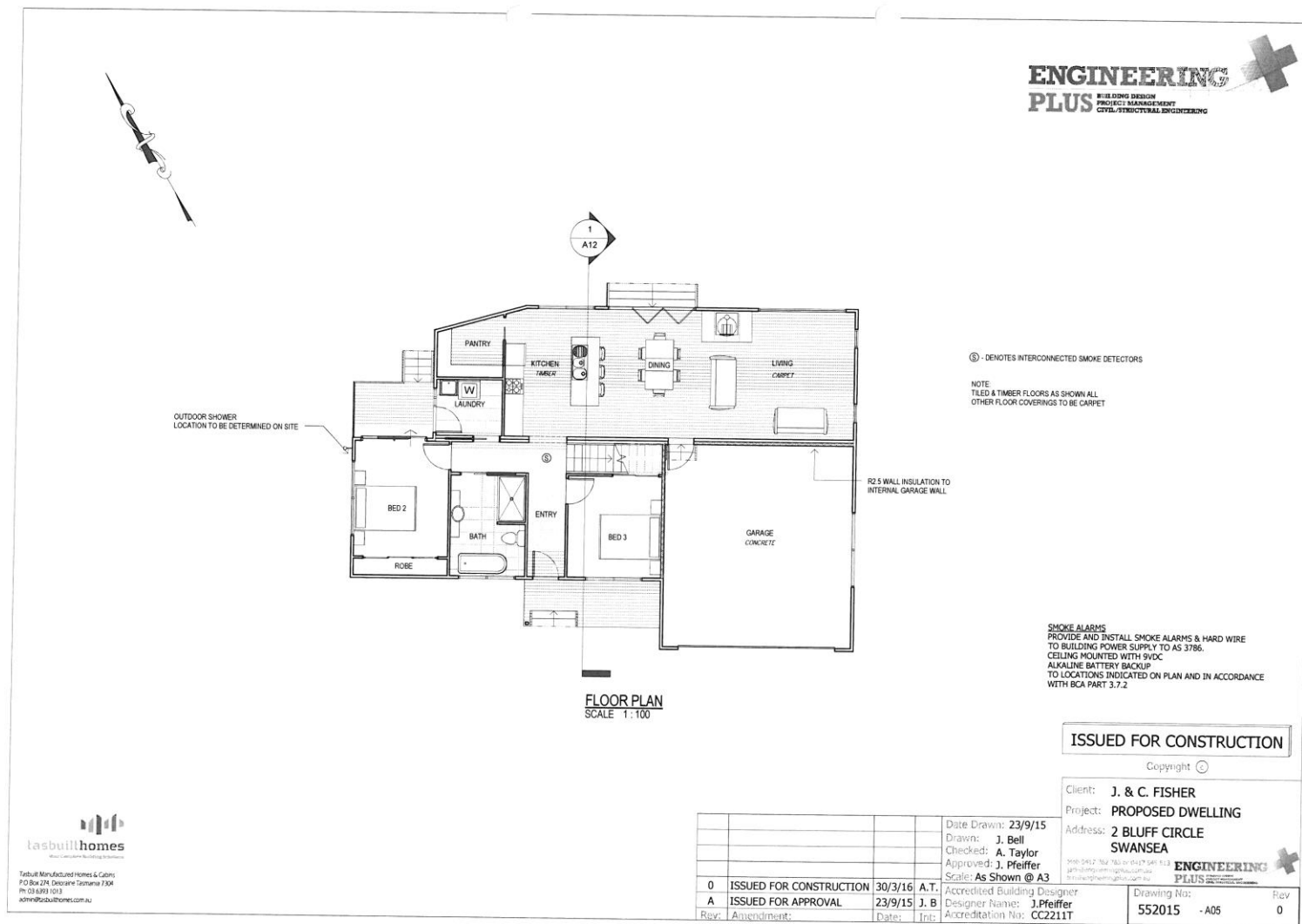
DEVELOPMENT APPLICATION 16041

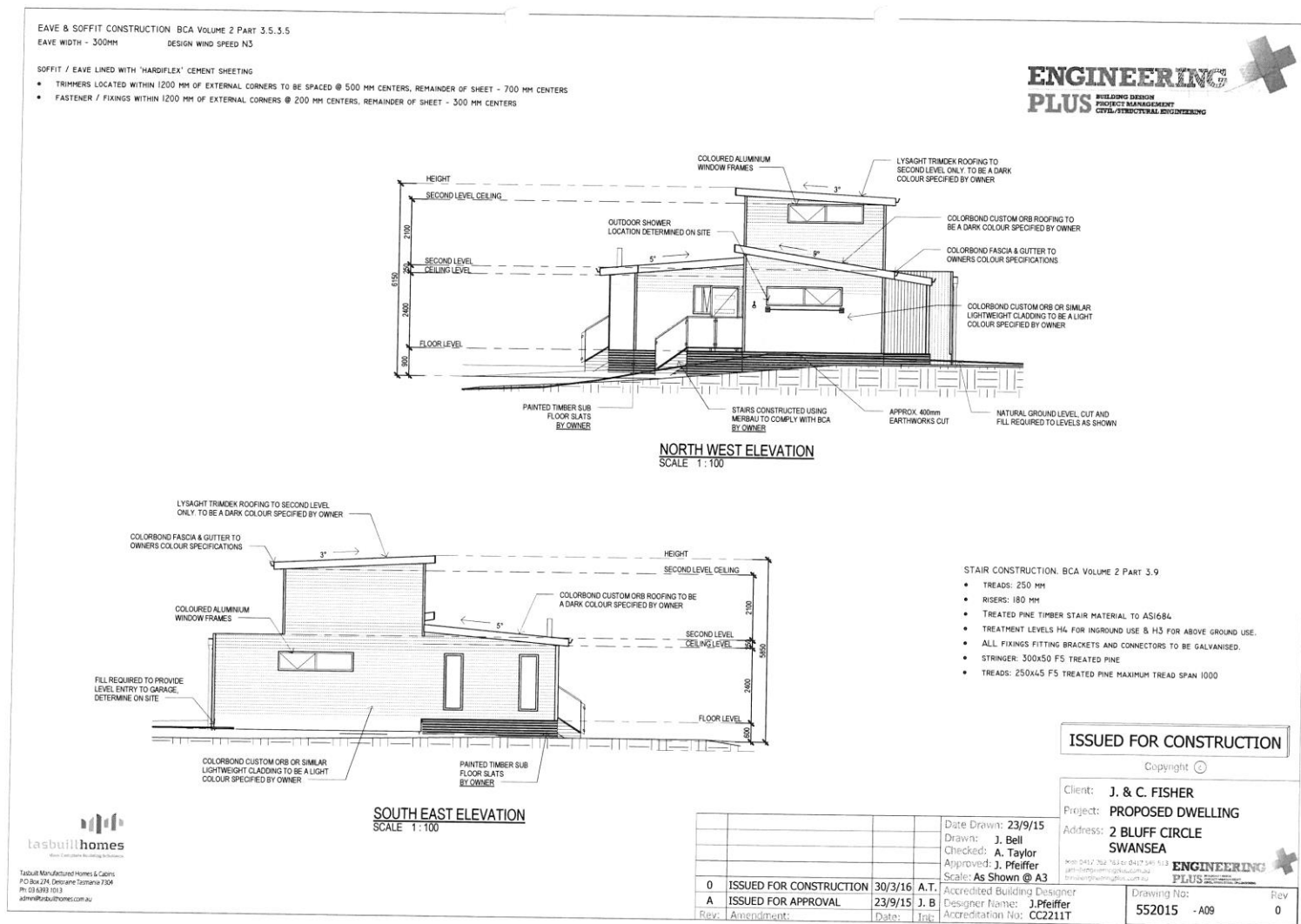
Dwelling

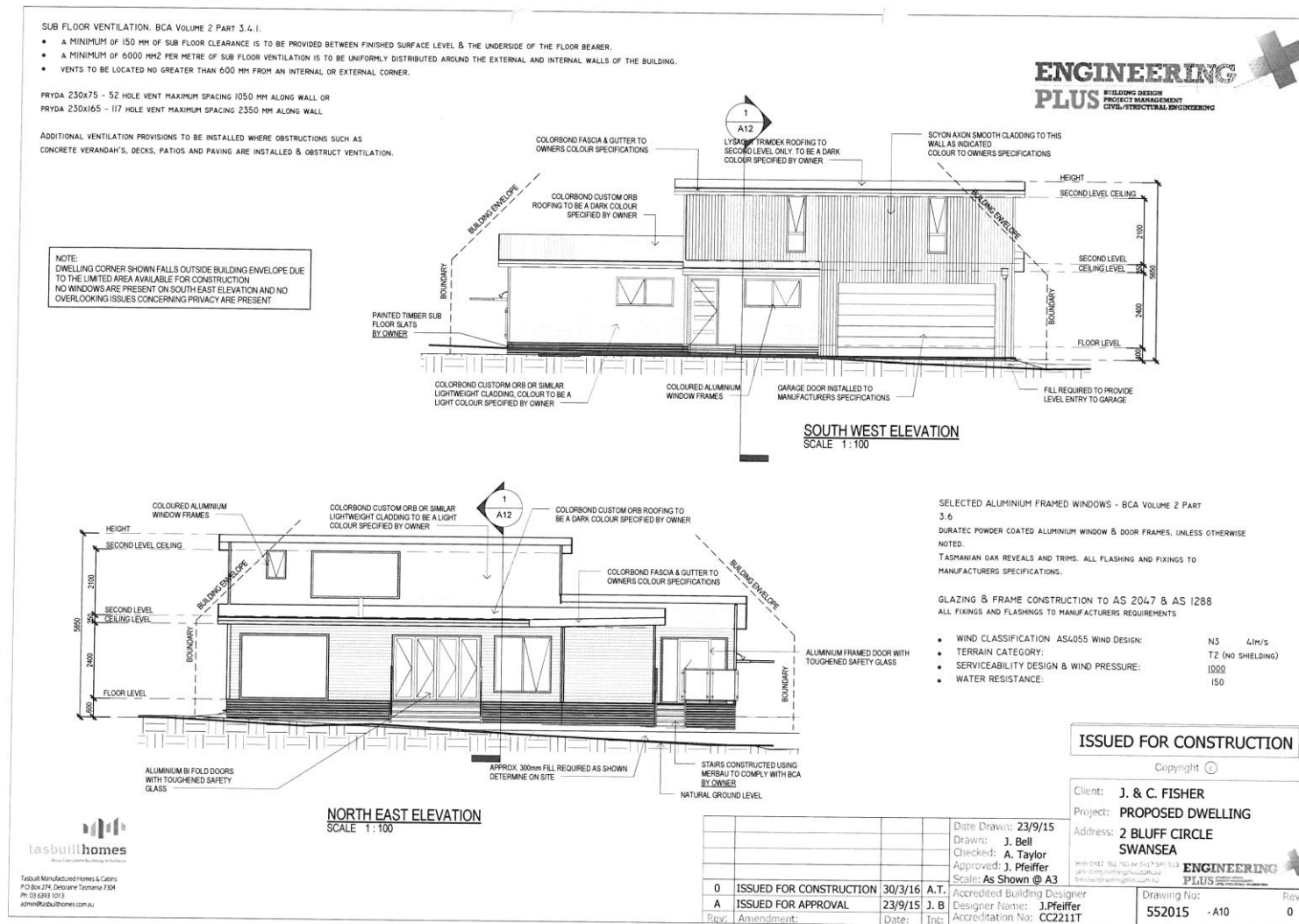
2 Bluff Circle, Swansea

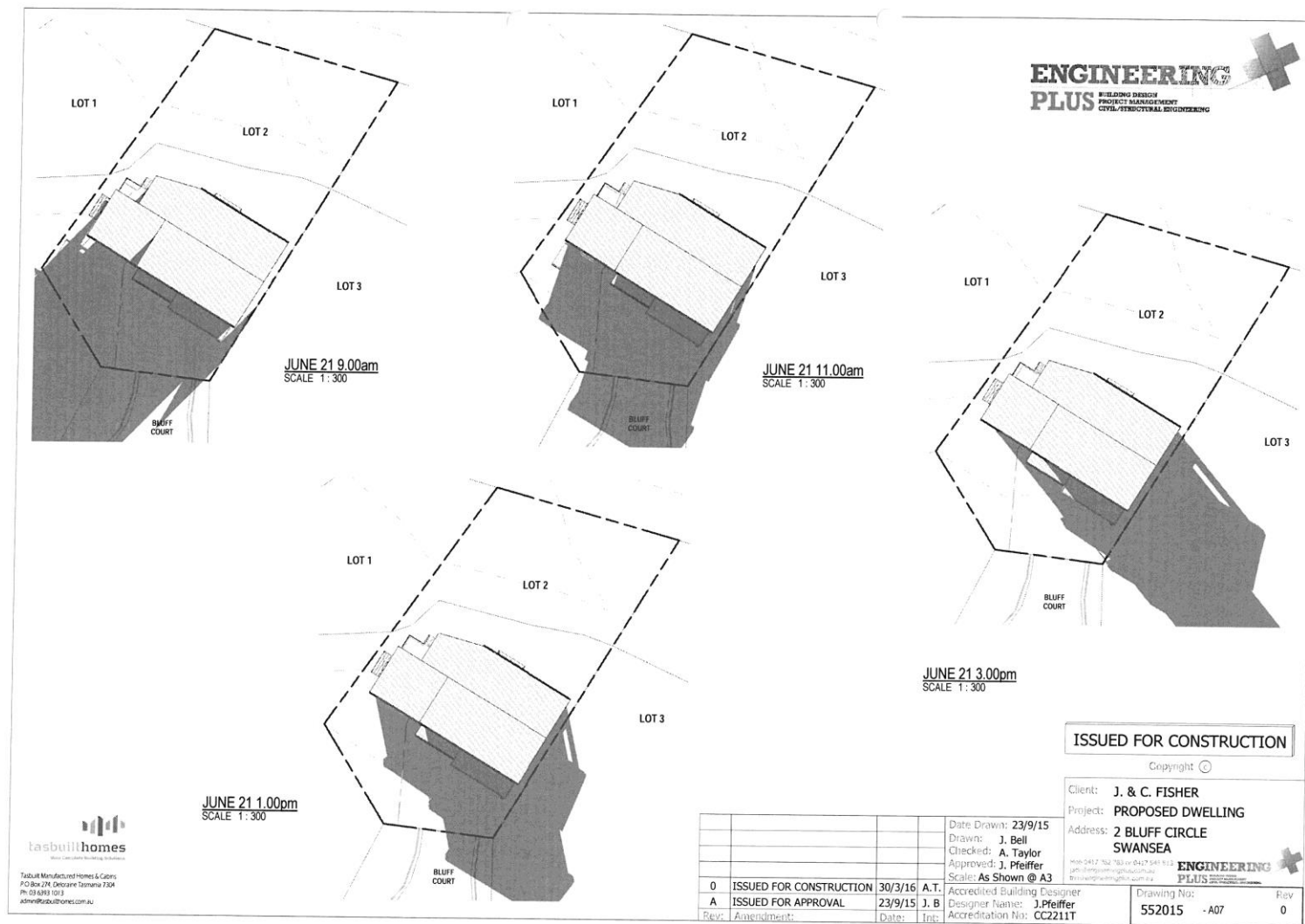














Tasmanian Heritage Council

Tasmanian Heritage Council
GPO Box 618 Hobart Tasmania 7000
103 Macquarie St, Hobart Tasmania 7000
Tel: 1300 850 332
enquiries@heritage.tas.gov.au
www.heritage.tas.gov.au

PLANNING REF: DA2016/00041
EXEMPTION NO: 949
REGISTERED PLACE NO: 1557
FILE NO: 15-18-13THC
APPLICANT: Laura Trimmer – Tasbuilt Homes
DATE: 19 April 2016

CERTIFICATE OF EXEMPTION

(Historic Cultural Heritage Act 1995)

The Place: 'Harbottles Cottage', also known as 'Bluff Cottage', former 'Caulfield Cottage', 45 Shaw Street, Swansea.

Thank you for your application for heritage works to the above place. Your application for the following works has been approved by the Heritage Council under section 42(3)(a) of the *Historic Cultural Heritage Act 1995*:

Works: New residence on subdivided lot (2 Bluff Circle, Swansea).

Documents: Documentation submitted as part of development application DA2016/00041 including: application form, dated 21/03/2016; Result of Search of Title including Property Information Report for CT168646/2, dated 21/12/2015; and plans by J.Pfeiffer of Engineering Plus for job 552015, all dated 23/0/2015.

Comments: The proposal is for a new two storey three bedroom dwelling with attached deck and garage, on a new lot, more than 50m from the heritage dwelling. Given its siting, separated from the heritage place by two other recently constructed dwellings, it is unlikely to impact on significant views to the heritage dwelling or an existing setting of significance. The site is not recognised for its archaeological potential.

A copy of this certificate will be forwarded to the local planning authority for their information. A planning, building or plumbing permit from the local planning authority may be required for the works. Further advice regarding these requirements should be obtained from the local council or planning authority.

Information on the types of work that may be eligible for a certificate of exemption is available in the Tasmanian Heritage Council's *Works Guidelines*. The *Guidelines* can be downloaded from www.heritage.tas.gov.au

Please contact Ian Boersma on 6777 2073 if you require further information.



Ian Boersma
Works Manager – Heritage Tasmania
Under delegation of the Tasmanian Heritage Council

3.2 SA15024 – 12 Lot Subdivision, 23-31 Murray St, Bicheno

Planning Assessment Report

Proposal:	12 Lot Subdivision
Applicant:	A S Hamilton
Location:	23-31 Murray Street, Bicheno
Planning Document:	Glamorgan Spring Bay Interim Planning Scheme 2015 (Interim Scheme)
Zoning:	General Residential
Application Date:	12 November 2015
Statutory Date:	29 April 2016 (Extension granted until 1 July 2016)
Discretions:	Use i.e. Subdivision
Attachments:	Appendix A – Plans
Author:	David Allingham, Contract Planner

1. Executive Summary

- 1.1. Planning approval is sought for a 12 lot subdivision in the General Residential Zone at 23-31 Murray Street, Bicheno (Development Application SA 2015/00024).
- 1.2. The application is assessed under Section 57 of the Land Use Planning and Approvals Act 1993, due to the application relying on a number of different performance criteria.
- 1.3. One representation was received. It is considered that some of the issues raised in the representation are of planning merit and relate to issues identified in the assessment and detailed in this report.
- 1.4. The proposal is recommended for conditional approval.
- 1.5. Due to the receipt of a statutory representation objecting to the proposed development, the final decision is delegated to the Planning Authority or to full Council acting as a planning authority.

2. Legislative & Policy Content

- 2.1. The purpose of this report is to enable the Planning Authority to determine application SA 2015 / 00024.
- 2.2. This determination must be made no later than 1 July 2016, which has been extended beyond the normal statutory timeframe with the consent of the applicant.
- 2.3. The relevant legislation is the *Land Use Planning and Approvals Act 1993 (LUPAA)*. The provisions of LUPAA require a planning authority to take all reasonable steps to ensure compliance with the planning scheme.
- 2.4. This report details the reasons for the officer recommendation. The Planning Authority must consider this report but is not bound to adopt the recommendation. Broadly, the Planning Authority can either: (1) adopt the recommendation, or (2) vary the recommendation by adding, modifying or removing recommended reasons and conditions or replacing an approval with a refusal (or vice versa). Any alternative decision requires a full statement of reasons to comply with the *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2005*.
- 2.5. This report has been prepared with appropriate regard to the State Policies that apply under the *State Policies and Projects Act 1993*.
- 2.6. This report has been prepared with appropriate regard to Council's Strategic Plan and other Council policies, and the application is not found to be inconsistent with these. Nevertheless, it must be recognised that the planning scheme is a regulatory document that provides the overriding consideration for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

3. Risk & Implications

- 3.1. Approval or refusal of this application will have no direct financial implications for the Planning Authority.
- 3.2. Implications for Council include general matters related to rate income, asset maintenance and renewal and responding to future building applications. No specific implications for Council have been identified.

4. Site Detail

- 4.1. The subject site is a 1.345ha lot containing an existing structure with access to Murray Street. The site falls approximately 25m from the SW to NE, with the land being particularly steep on the SW portion of the site. The land is bounded by a large bushland Crown parcel to the SW and residential lots to the north and east. The site has 80.46m frontage to Murray Street to the east and frontage to Harvey Avenue to the north. Harvey Avenue has been constructed to the property boundary for the road to be extended through the subject land.
- 4.2. The land is bounded by a large bushland Crown parcel to the SW and residential lots to the north and east. The adjoining residential lots to the east and west are of a similar size and shape, and are generally developed by established dwellings. Land to the south-east by Seaview at Bicheno holiday accommodation.
- 4.3. The subject site is zoned General Residential as are all adjoining lots except for the Crown land which is zoned Environmental Management. The south-west portion of the subject site is covered by the Landslide overlay (low risk).

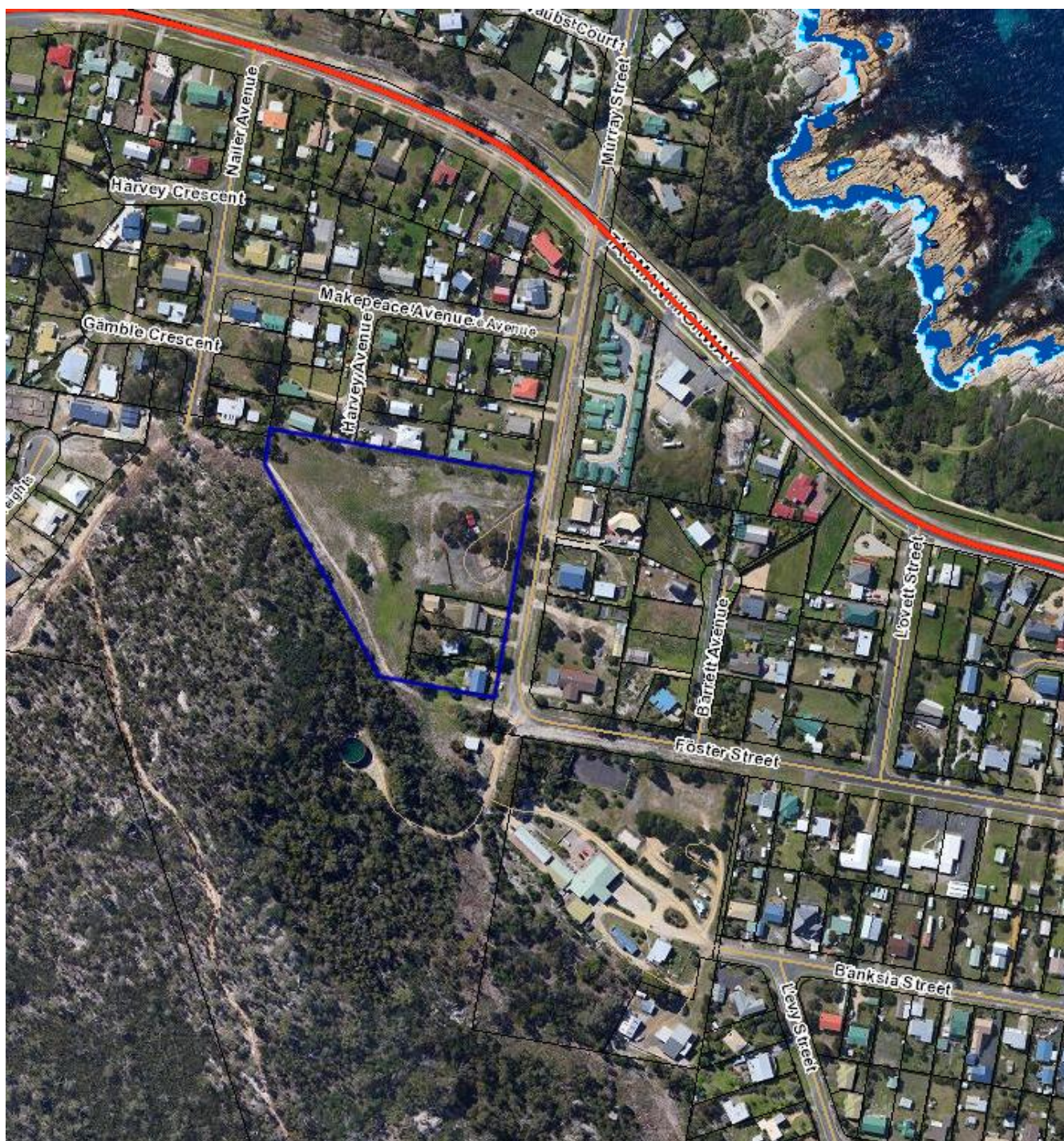


Figure 1: An aerial photograph of the subject area.

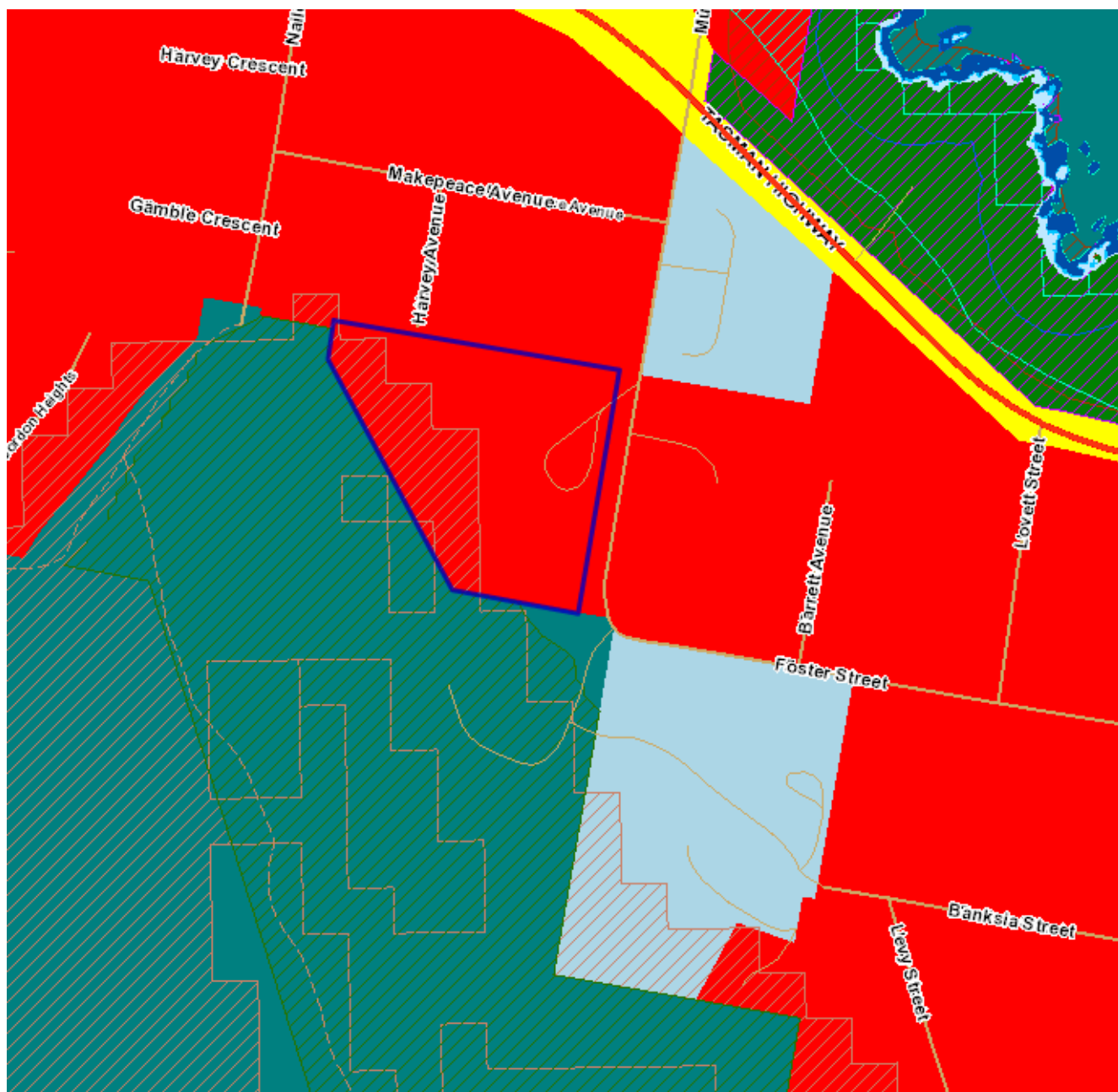


Figure 2. Aerial imagery showing zoning and overlays. The red is the General Residential Zone, the light blue is Local Business Zone and the turquoise is Environmental Management Zone. The Landslide Overlay is the orange striped area

5. Proposal

5.1. The subdivision application seeks approval for 12 lots to be created as follows:

- Lots 1-4: 940m²
- Lot 5: 742m²
- Lot 6: 654m²
- Lot 8: 859m²
- Lot 9: 964m²
- Lot 10: 992m²
- Lot 11: 966m²
- Lot 12: 2,321m²

- 5.2. Lots 1-4 will each have a 20.11m frontage to Murray Street. A new 1,100m² cul-de-sac road will be extended from Harvey Avenue to provide frontage to the remaining lots. Indicative 10m x 15m building envelopes have been shown on all the lots. Reticulated water, sewer and stormwater will be provided to each lot. No public open space or footways have been proposed.
- 5.3. The proposal is supported by a Bushfire Protection Assessment which recommends a 19m building setback line from the SW boundary be provided to lots 8 to 12 to achieve the required BAL 19. The Assessment also requires two new fire hydrants be installed on both Harvey Avenue and Murray Street.

6. Assessment against planning scheme provisions

- 6.1. The *Glamorgan Spring Bay Interim Planning Scheme 2015* is a performance based planning scheme. To meet an applicable standard, a proposal must demonstrate compliance with either an acceptable solution or a performance criterion. Where a proposal complies with a standard by relying on one or more performance criteria, the Council may approve or refuse the proposal on that basis. The ability to approve or refuse the proposal relates only to the performance criteria relied on.
- 6.2. The following provisions are relevant to the proposed use and development;
- Section D10.0 – General Residential Zone
 - Section E1.0 – Bushfire Prone Areas Code
 - Section E3.0 – Landslide Code
 - Section E6.0 – Parking and Access Code
 - Section E7.0 Stormwater Code
- 6.3. The proposed development relies on the following Performance Criteria:

		Requirement	Proposed
1	Subdivision (9.7.2)	Subdivisions are discretionary	Subdivision
2	Building area (13.5.1 A2)	Building areas are not subject to Codes and have an average slope of less than 1 in 5.	Building areas on lots 8 to 12 are subject to the Landslide Code and have slopes which exceed 1 in 5.
3	Frontage (13.5.1 A3)	Lots must have 15m frontage.	Lot 7 has a frontage of 7.24m
4	Number of lots (10.6.1 A5)	Subdivision is no more than 3 lots	12 lot subdivision
5	Roads (10.6.2 A1)	Subdivision includes no new roads	An 1100m ² road lot is proposed off Harvey Avenue
6	Ways and public open space (13.5.3 A1)	No acceptable solution	No public ways or open space proposed
7	Fibre and electricity (10.6.4 A4)	Subdivision includes no new roads	An 1100m ² road lot is proposed off Harvey Avenue
8	Landslide (E3.8.1 A1)	No Acceptable Solution	Indicative building areas on lots 8-12 are within low landslide risk overlay.

6.3.1. **Item 1 - Subdivision**

6.3.1.1. Subdivision is a discretionary use and development under Clause 9.7.2 the scheme and must be assessed against the purpose of the General Residential Zone:

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

10.1.1.2 *To provide for compatible non-residential uses that primarily serve the local community.*

10.1.1.3 *To provide for the efficient utilisation of services.*

6.3.1.2. The proposed subdivision provides for twelve lots that can be fully serviced and are of a size that can accommodate a range of dwelling types at suburban densities.

6.3.1.3. The proposed subdivision complies with the Zone Purpose.

6.3.2. **Item 2 – Building areas**

6.3.2.1. Clause 10.6.1 A2 requires a minimum 15m x 10m building area to not be subject to any codes within the planning scheme and to have a slope of no more than 1 in 5. The slope for the building areas on proposed lots 8 to 12 is approximately 1:3.3 and are subject to the Landslide Hazard Code.

6.3.2.2. The applicable Performance Criteria at 10.6.1 P2 applies to lots 8-12 and requires the following:

The design of each lot must contain a building area able to satisfy all of the following:

(a) be reasonably capable of accommodating residential use and development;

Proposed lots 8-12 are large enough for future residential use. The lots flatten out towards the frontage allowing for driveways on land with a lesser slope.

(b) meets any applicable standards in codes in this planning scheme;

The landslide code is addressed later in this report. The proposal is considered to be reasonable.

(c) enables future development to achieve maximum solar access, given the slope and aspect of the land;

The lots are designed to take advantage of the water views to the N-NW. This also provides for good solar access.

(d) minimises the need for earth works, retaining walls, and fill and excavation associated with future development;

Excavation and other earth works is likely to be required for future buildings. However, the lots have been designed so that this is minimised.

(e) provides for sufficient useable area on the lot for both of the following;

(i) on-site parking and manoeuvring;

(ii) adequate private open space.

The land towards the front of the lot has a lesser slope allowing for useable parking and on-site manoeuvring areas. Garages and or carports can be designed with the slope so that they sit at a lower level and/or under the main dwelling. Private Open Space is most likely to take the form of large decks which have views to the coast and northern solar access. There is also opportunities for private open space areas to the rear of the site with the use of retaining walls.

6.3.2.3. The proposal satisfies the Performance Criteria.

6.3.3. Item 3 – Frontage

6.3.3.1. Clause 10.6.1 A3 requires all lots to have a minimum frontage of 12m. Proposed lot 5 has a frontage of 7.24m and is not considered to be an internal lot.

6.3.3.2. The performance criteria at 10.6.1 P3 requires the frontage of lot 5 to satisfy the following:

(a) provides opportunity for practical and safe vehicular and pedestrian access;

The frontage to lot 5 is from a cul-de-sac and allows for practical and safe vehicular access.

(b) provides opportunity for passive surveillance between residential development on the lot and the public road;

The lot is at the end of a cul-de-sac and any future dwelling will not have any obstructed views to the road as it will not sit behind another lot.

(c) is no less than 6m.

The proposed access is 7.24m wide.

6.3.3.3. The proposal satisfies the Performance Criteria.

6.3.4. Item 4 – Number of lots

6.3.4.1. The Acceptable Solution for Clause 10.6.1 A5 is for subdivision to be no more than 3 lots. The subdivision application is for 12 lots.

6.3.4.2. The Performance Criteria at 10.6.1 P5 requires arrangement and provision of lots to satisfy all of the following:

Arrangement and provision of lots must satisfy all of the following;

(a) *have regard to providing a higher net density of dwellings along;*

(i) *public transport corridors;*

(ii) *adjoining or opposite public open space, except where the public open space presents a hazard risk such as bushfire;*

(iii) *within 200 m of business zones and local shops;*

The subject land is not along a public transport corridor and is further than 200m from the Bicheno shopping precinct. The public open space to the rear is a bushland reserve which is a bushfire risk. Higher densities are not warranted at this site.

(b) *will not compromise the future subdivision of the entirety of the parent lot to the densities envisaged for the zone;*

All lots other than the balance zone are below the minimum lot size.

(c) *staging, if any, provides for the efficient and ordered provision of new infrastructure;*

It is proposed to develop the subdivision in two stages:

- Stage 1 – Lots 1-4
- Stage 2 – Lots 5-12 and all outstanding works.

(d) *opportunity is optimised for passive surveillance between future residential development on the lots and public spaces;*

Public spaces are not proposed and the public land to the rear of the subdivision is not used for recreation and does not require passive surveillance.

(e) *is consistent with any applicable Local Area Objectives or Desired Future.*

There are no Local Area Objectives or Desired Future.

6.3.4.3. The proposal is considered to satisfy the Performance Criteria

6.3.5. **Item 5 – Roads**

6.3.5.1. The Acceptable Solution for Clause 10.6.2 A1 is that the subdivision includes no new road. The proposal includes an 1100m² extension of Harvey Avenue culminating in a cul-de-sac.

6.3.5.2. The Performance Criteria requires the arrangement and constructions of roads within the subdivision to satisfy all of the following:

(a) *the route and standard of roads accords with any relevant road network plan adopted by the Planning Authority;*

The road will be designed and constructed to Council standards. Engineering drawings will be required as permit conditions.

- (b) the appropriate and reasonable future subdivision of the entirety of any balance lot is not compromised;*

The balance lot continues to have future subdivision potential.

- (c) the future subdivision of any neighbouring or nearby land with subdivision potential is facilitated through the provision of connector roads and pedestrian paths, where appropriate, to common boundaries;*

There is no adjoining land with subdivision potential which requires a connector road.

- (d) an acceptable level of access, safety, convenience and legibility is provided through a consistent road function hierarchy;*

The proposed road is consistent with the road function hierarchy.

- (e) cul-de-sac and other terminated roads are not created, or their use in road layout design is kept to an absolute minimum;*

A cul-de-sac head is created through the proposal. Given the lot size and shape, a through road was not considered necessary for the subdivision.

- (f) connectivity with the neighbourhood road network is maximised;*

The proposed road connects to the existing Harveys Avenue.

- (g) the travel distance between key destinations such as shops and services is minimised;*

The extra distance that lots 5-12 may need to travel due to the absence of a through road is insignificant. .

- (h) walking, cycling and the efficient movement of public transport is facilitated;*

See section below relating to ways and public open space.

- (i) provision is made for bicycle infrastructure on new arterial and collector roads in accordance with Austroads Guide to Road Design Part 6A;*

The proposed road is not an arterial or collector road.

- (j) any adjacent existing grid pattern of streets is extended, where there are no significant topographical constraints.*

The surrounding street pattern is generally a grid pattern with some cul-de-sacs. The use of a cul-de-sac in the subdivision does not greatly decrease the connectivity of the area.

6.3.5.3. The proposal is considered to satisfy the Performance Criteria.

6.3.6. **Item 6 – Ways and Public Open Space.**

6.3.6.1. There is no Acceptable Solution for clause 10.6.3 A1 and no ways or public open space are proposed.

6.3.6.2. The Performance Criteria at 10.6.3 P1 requires that The arrangement of ways and public open space within a subdivision must satisfy all of the following

(a) connections with any adjoining ways are provided through the provision of ways to the common boundary, as appropriate;

There are no existing ways other than Harveys Avenue which is extended.

(b) connections with any neighbouring land with subdivision potential is provided through the provision of ways to the common boundary, as appropriate;

There is no adjoining land with subdivision potential.

(c) connections with the neighbourhood road network are provided through the provision of ways to those roads, as appropriate;

No ways are proposed to connect the neighbourhood road network other than the new road. A logical location for a way is from the new cul-de-sac head between lots 5 & 6 and lots 2 & 3. This would provide better pedestrian connection to Murray Street and a more efficient route to the Bicheno shopping precinct along Foster Street.

A condition requiring the subdivision layout to be re-designed to accommodate the public footway is recommended.

(d) convenient access to local shops, community facilities, public open space and public transport routes is provided;

See above.

(e) new ways are designed so that adequate passive surveillance will be provided from development on neighbouring land and public roads as appropriate;

The recommended footway should be 4m wide to allow for passive surveillance and to give a sense of openness and safety.

(f) provides for a legible movement network;

The recommended footway improves pedestrian movement through the subdivision and surrounding neighbourhood.

(g) the route of new ways has regard to any pedestrian & cycle way or public open space plan adopted by the Planning Authority;

There are no such plans adopted by the Planning Authority.

(h) Public Open Space must be provided as land or cash in lieu, in accordance with the relevant Council policy.

The public open space provided will be the footway.

(i) new ways or extensions to existing ways must be designed to minimise opportunities for entrapment or other criminal behaviour including, but not limited to, having regard to the following:

- (i) *the width of the way;*
- (ii) *the length of the way;*
- (iii) *landscaping within the way;*
- (iv) *lighting;*
- (v) *provision of opportunities for 'loitering';*
- (vi) *the shape of the way (avoiding bends, corners or other opportunities for concealment).*

The recommended way should be 4m wide and straight and located between lots 5 & 6 and lots 2 & 3. The way should be constructed and sealed by the developer and landscaping should be provided throughout the way, including small canopy trees. Lighting should also be provided. To accommodate the footway, the Lot 5 frontage will be reduced below the 6m required. Therefore the balance lot frontage should be reduced to 12m and lot 5 expanded. Lots 1 – 4 will all need to be narrowed by 1m and lot 6 will be narrowed by 2 metres. All lots will continue to meet the requirements of the Scheme.

- 6.3.6.3. The proposal is considered to satisfy the Performance Criteria with a condition requiring a 4m footway to be provided as permit condition.

6.3.7. Item 7 – Fibre and Electricity

- 6.3.7.1. The Acceptable Solution of Clause 10.6.4 A4 is for the subdivision to have no new road. A road is proposed.

- 6.3.7.2. The performance criteria has regard to the subdivision providing for the installation of fibre ready facilities (pit and pipe that can hold optical fibre line) and the underground provision of electricity supply. A condition requiring these facilities to be provided and shown in detail as part of engineering drawings is recommended.

- 6.3.7.3. The proposal satisfies the Performance Criteria with conditions.

6.3.8. Item 8 – Landslide Hazard Area

- 6.3.8.1. The Landslide Hazard Area (low) applies the majority of lots 8 to 12 and the road lot. There is no Acceptable Solution under clause E3.8.1 A1 for subdivisions.

- 6.3.8.2. The corresponding Performance Criteria has regard to the acceptable level of landslide risk. A 19m “no build” setback is proposed from the western boundary for bushfire management purposes. As a result, no future buildings will be constructed on the steeper and riskier landslide areas. The applicant states that there is no known evidence of landslide in the Bicheno area (granite soils on bedrock). It is also worth noting that buildings within a Low Landslide Risk Area are exempt from the code.

- 6.3.8.3. The proposal is considered to satisfy the Performance Criteria.

7. Discussion

7.1. Referrals

7.1.1.TasWater

TasWater have imposed permit conditions which must be included as part of any permit granted.

7.1.2.Council's Technical Officer

Council's Technical Officer has been consulted and his comments have been incorporated into the report in relation to roads, access, driveways, wastewater and stormwater and recommended conditions have been provided.

8. Concerns raised by representors

- 8.1. One representation was received during the statutory notification period and their concerns are outlined in the table below.

Issue	Response
<p>Will there be a height restriction on the properties that will be built?</p> <p>In reference to Lot 4 a house built in the position shown on the plan will block natural light into my main living area, block views and impact on my privacy. Setting a building back further on the block or having height restrictions in place would possibly prevent this occurring.</p>	<p>Future residential development will be assessed against the requirements of the Planning Scheme which sets standards for height, overshadowing, privacy, etc.</p> <p>If a future dwelling fails to meet the acceptable standards there will be an opportunity to raise concerns at that time.</p>
<p>Will the storm water drainage, on Murray Street, be sufficient?</p>	<p>It is recommended that a condition of approval be to require the applicant to undertake an analysis of the existing stormwater system. If the system has insufficient capacity the developer will be required to upgrade downstream infrastructure to accommodate stormwater runoff from the subdivision.</p>
<p>What distance from my perimeter fence will the property owner be allowed to build?</p>	<p>Setbacks of future dwellings will be assessed against the requirements of the Planning Scheme of the time as per above.</p>
<p>Is it permitted to have 3 Lots (4 in total, including existing) bordering a residential property?</p>	<p>Yes. There are no standards in the Scheme relating to a maximum number of properties adjoining another property.</p>
<p>Cost to me for fencing all these blocks.</p>	<p>Boundary fencing is not a planning consideration. Rather it is a civil matter addressed under the <i>Boundary Fences Act 1908</i></p>

9. Conclusion

- 9.1. The proposed subdivision satisfies the relevant provisions of the *Glamorgan Spring Bay Interim Planning Scheme 2015* as outlined in this report and is recommended for approval.
- 9.2. There are no significant planning issues, however a condition requiring a 4m wide public footway is recommended to improve connectivity from the subdivision to the neighbourhood.

- 9.3. A condition requiring the 19m setback line from the western boundary for bushfire purposes is also recommended.

10. Recommendations

That: A. Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Glamorgan Spring Bay Interim Planning Scheme 2015*, that the application for a 12 lot subdivision and 1 road lot in the General Residential Zone at 23-31 Murray Street, BICHENO (SA2015/00024), be APPROVED subject to the following conditions:

General

1. The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
2. This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the *Land Use Planning and Approvals Act 1993*.

Amended plan of survey required

3. This permit shall not take effect and must not be acted on until an amended plan of survey has been submitted to and approved by the Council's General Manager. The amended plan of survey must make provision for a 4 metre wide "footway" between lots 5 and 6 and lots 2 and 3 from the proposed cul-de-sac head to Murray Street.

To accommodate the public footway lots must be amended as follows:

- The widths of lots 1 to 4 (inclusive) be reduced by one metre.
- The widths of lots 5 and 6 be reduced by two metres.
- Lot 5 to be expanded to encroach on the frontage of lot 12 so that the frontage of lot 5 is a minimum of 6 metres and the frontage of proposed lot 12 is reduced to a minimum of 12 metres, or as otherwise approved by the General Manager.

Once approved, the amended plan of survey shall become part of the endorsed documents of this permit.

Staged development

4. The subdivision development must be carried out in stages as follows:
 - Stage 1 – Lots 1-4
 - Stage 2 – Lots 5-12 including the road lot, footway and all other outstanding works.

Staging may only be varied in accordance with an amended staged development plan submitted to and approved by Council's General Manager.

Public Open Space

5. In accordance with the provisions of Section 117 of the *Local Government (Building and Miscellaneous Provisions) Act 1993*, payment of a cash contribution for Public Open Space must be made to the Council prior to sealing the Final Plan of Survey. The cash contribution amount is to be equal to 5% of the unimproved land value of the area in the whole plan of subdivision at the date of lodgement of the final plan.

The value is to be determined by a Land Valuer within the meaning of the *Land Valuers Act 2001* at the developer's expense.

Agreements

6. Agreements made pursuant to Part 5 of the Land Use Planning and Approvals Act 1993 must be prepared by the applicant on a blank instrument form to the satisfaction of the Council and registered with the Recorder of Titles. The subdivider must meet all costs associated with the preparation and registration of the Part 5 Agreement.
7. Prior to the sealing of the Final Plan of Survey an agreement pursuant to Part 5 of the Land Use Planning and Approvals Act 1993 must be entered into for the proposed lot, to the effect that the owner covenants and agrees with the Glamorgan Spring Bay Council that –
 - a) No new buildings are to be constructed within 19m of the western boundary of proposed lots 8 to 12 (inclusive) for bushfire hazard management purposes.

Bushfire Management

8. The subdivision must be developed and completed in accordance with the approved “Bushfire Protection Assessment: Proposed Subdivision – 23-31 Murray Street, Bicheno TAS 7215” prepared by Chris Draffin (Ref: 15080) and must continue to be maintained to the satisfaction of the Council’s General Manager.

Covenants

9. Covenants or other similar restrictive controls that conflict with any provisions or seek to prohibit any use provided within the planning scheme must not be included or otherwise imposed on the titles to the lots created by this permit, either by transfer, inclusion of such covenants in a Schedule of Easements or registration of any instrument creating such covenants with the Recorder of Titles, unless such covenants or controls are expressly authorised by the terms of this permit or the consent in writing of the Council’s Manager Strategic Planning.

TasWater

10. The development must meet all required Conditions of approval specified by TasWater Submission to Planning Authority Notice, date 14/12/2015 (TWDA 2015/01972-GSB).

Property Services

11. Property services must be contained wholly within each lots served or an easement to the satisfaction of the Council’s General Manager or responsible authority. Any relocation of plumbing works associated with the existing dwelling must be carried out in accordance with a Plumbing Permit issued by the Permit Authority in accordance with the *Building Act 2000*.

Landscaping

12. Prior to sealing the Final Plan of Survey for Stage 2, the footway and road reserves must be landscaped by trees or plants in accordance with a landscape plan prepared by a landscape architect or other person approved by Council, and submitted to Council for endorsement with the engineering drawings. The landscape plan must show the areas to be landscaped, the form of landscaping, and the species of plants and estimates of the cost of the works. Planting shall be equivalent to a minimum of 1 tree per lot in the road reserve and 1 tree per 10 metres on alternating sides along the footway, using advanced plants that suit the character of the locality. No plants listed as noxious weeds within Tasmania, or displaying invasive characteristics shall be used in the landscaping of the road and footway.

Transfers

13. Any road, road widening or footway must be shown as “Road” or “Footway” on the final plan of survey and transferred to the Glamorgan Spring Bay Council by Memorandum of Transfer submitted with the final plan.

Easements

14. Easements must be created over all drains, pipelines, wayleaves and services in accordance with the requirements of the Council's General Manager. The cost of locating and creating the easements shall be at the subdivider's full cost.

Services

15. All services must be sized and located to service the ultimate potential development of the site to the satisfaction of Council's General Manager and the responsible authority.
16. Property services must be contained wholly within each lots served or an easement to the satisfaction of the Council's General Manager or responsible authority.
17. The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.

Drainage

18. The developer is to provide a stormwater property connection to each lot connected to a piped reticulation system in accordance with Council standards and to the satisfaction of Council's General Manager.
19. The Developer is to provide a stormwater management report, including detailed stormwater calculations, to be submitted with the engineering plans for approval by Council's General Manager. The report is to include an assessment of the capacity of the existing stormwater system in Murray Street to accept additional stormwater from the subdivision. Any upgrading of downstream infrastructure identified in the report is to be undertaken at the Developer's cost.

Telecommunications and electrical reticulation

20. Electrical and telecommunications services must be provided underground to each lot in accordance with the requirements of the responsible authority and the satisfaction of Council's General Manager.
21. Street lighting must be provided for Harvey Avenue and the pedestrian walkway in accordance with relevant standards and to the satisfaction of Council's General Manager.
22. Prior to the work being carried out a drawing of the electrical reticulation and street lighting, and telecommunications reticulation in accordance with the appropriate authority's requirements and relevant Australian Standards must be submitted to and endorsed by the Council's General Manager.
23. A Letter of Release from each authority confirming that all conditions of the Agreement between the Owner and authority have been complied with and that future lot owners will not be liable for network extension or upgrade costs, other than individual property connections at the time each lot is further developed, must be submitted to Council prior to the sealing of the Final Plan of Survey.

Roadworks

24. Roadworks and drainage must be constructed in accordance with the standard drawings prepared by the IPWE Aust. (Tasmania Division) and to the requirements of Council's General Manager. Unless approved otherwise by Council's General Manager, roadwork's must include -

- (a) Harvey Avenue

- i. Minimum road reserve of 15.00 metres and 25 metres at the cul-de-sac.

- ii. Fully sealed paved and drained carriageway with a minimum width of 6.9m (face of kerb to face of kerb) or 18 metres diameter at the cul-de-sac
 - iii. Concrete kerb and channel both sides.
 - iv. Concrete footpaths 1.50 metres wide located on one side.
 - v. Underground drains.
 - (b) Walkway (from Harvey Avenue cul de sac to Murray Street)
 - a. Concrete footpath 1.50 metres wide
25. The carriageway surface course must be hotmix asphalt in accordance with standard drawings and specifications prepared by the IPWE Aust. (Tasmania Division) and the requirements of Council's General Manager, unless approved otherwise by the Council's General Manager.
26. Kerb ramps must be provided to accommodate the needs of people with disabilities in accordance with standard drawings prepared by the IPWE Aust. (Tasmania Division) and to the requirements of Council's General Manager
27. A reinforced concrete vehicle access must be provided from the road carriageway to each Lot.
28. Vehicle accesses must located and constructed in accordance with the standards shown on standard drawings TSD-R09-v1 Urban Roads Driveways and TSD-RF01-v1 Guide to Intersection and Domestic Access Sight Distance Requirements prepared by the IPWE Aust. (Tasmania Division) and the satisfaction of Council's General Manager.

Engineering drawings

29. Engineering design drawings to the satisfaction of the Council's General Manager must be submitted to and approved by the Glamorgan Spring Bay Council before development of the land commences.
30. Engineering design drawings are to be prepared by a qualified and experienced civil engineer, or other person approved by Council's Municipal Engineer, and must show -
- (a) all existing and proposed services required by this permit;
 - (b) all existing and proposed roadwork required by this permit;
 - (c) measures to be taken to provide sight distance in accordance with the relevant standards of the planning scheme;
 - (d) measures to be taken to limit or control erosion and sedimentation;
 - (e) any other work required by this permit.
31. Approved engineering design drawings will remain valid for a period of 2 years from the date of approval of the engineering drawings.

Water quality

32. A soil and water management plan (here referred to as a 'SWMP') prepared in accordance with the guidelines Soil and Water Management on Building and Construction Sites, by the Derwent Estuary Programme and NRM South, must be approved by Council's General Manager before development of the land commences.
33. Temporary run-off, erosion and sediment controls must be installed in accordance with the approved SWMP and must be maintained at full operational capacity to the satisfaction of Council's General Manager until the land is effectively rehabilitated and stabilised after completion of the development.

34. The topsoil on any areas required to be disturbed must be stripped and stockpiled in an approved location shown on the detailed soil and water management plan for reuse in the rehabilitation of the site. Topsoil must not be removed from the site until the completion of all works unless approved otherwise by the Council's General Manager.
35. All disturbed surfaces on the land, except those set aside for roadways, footways and driveways, must be covered with top soil and, where appropriate, re-vegetated and stabilised to the satisfaction of the Council's General Manager.

Construction

36. The subdivider must provide not less than forty eight (48) hours written notice to Council's General Manager before commencing construction works on-site or within a council roadway.
37. The subdivider must provide not less than forty eight (48) hours written notice to Council's General Manager before reaching any stage of works requiring inspection by Council unless otherwise agreed by the Council's General Manager.
38. Subdivision works must be carried out under the direct supervision of an approved practising professional civil engineer engaged by the subdivider and approved by the Council's General Manager.

Survey pegs

39. Survey pegs must be stamped with lot numbers and marked for ease of identification.
40. Prior to works being taken over by Council, evidence must be provided from a registered surveyor that the subdivision has been re-pegged following completion of substantial subdivision construction work. The cost of the re-peg survey must be included in the value of any security.

'As constructed' drawings

41. Prior to the works being placed on the maintenance and defects liability period an "as constructed" drawing of all engineering works provided as part of this approval must be provided to Council to the satisfaction of the Council's General Manager. These drawings and data sheets must be prepared by a qualified and experienced civil engineer or other person approved by the General Manager in accordance with Council's Guidelines for As Constructed Data.

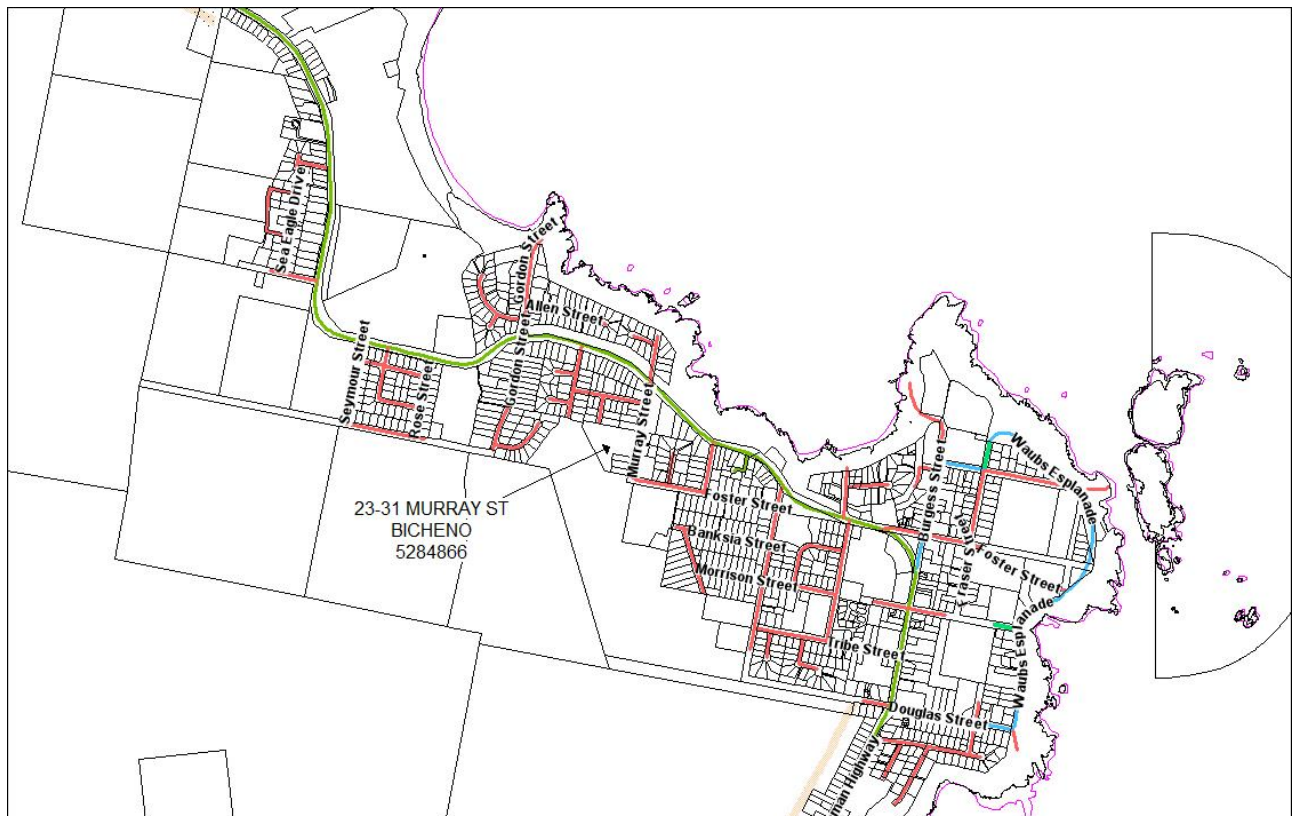
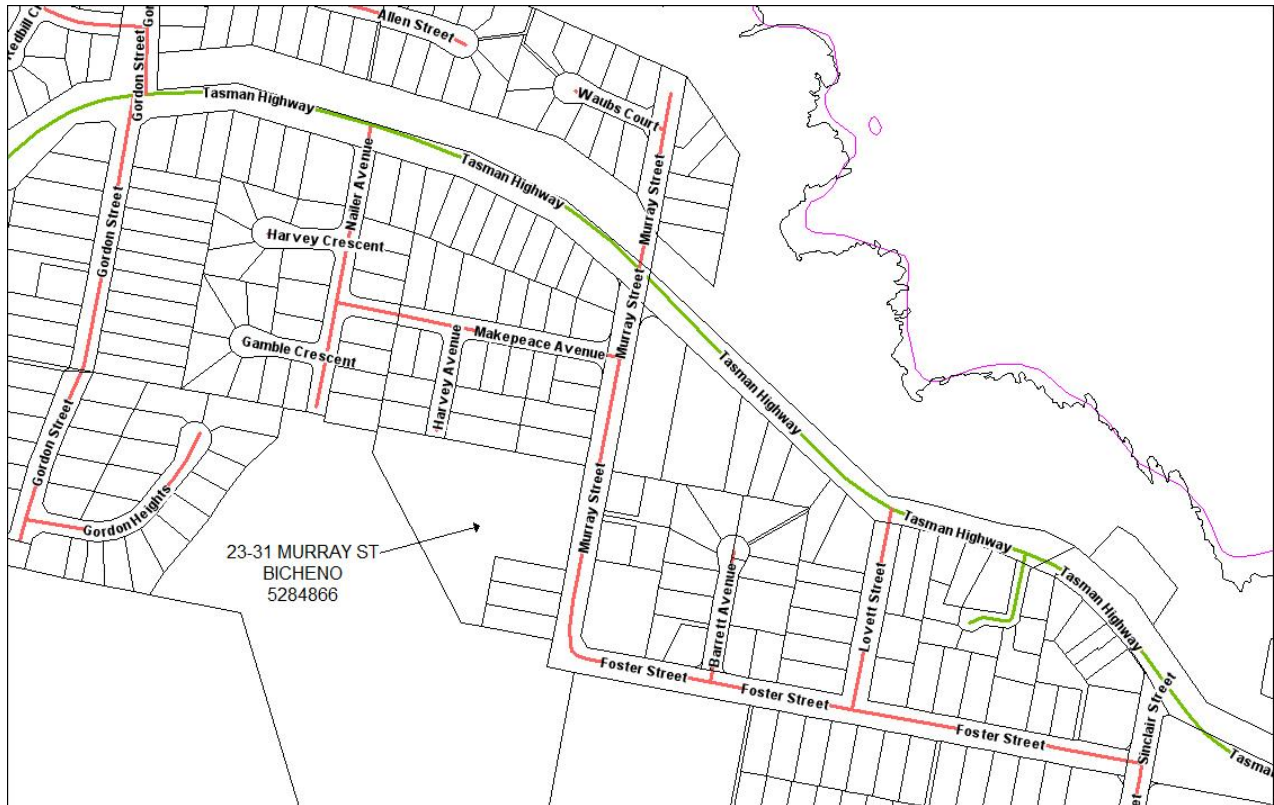
Maintenance and Defects Liability Period

42. The subdivision must be placed onto a twelve (12) month maintenance and defects liability period in accordance with Council Policy following the completion of the works in accordance with the approved engineering plans and permit conditions.
43. Prior to placing the subdivision onto the twelve (12) month maintenance and defects liability period the Supervising Engineer must provide certification that the works comply with the Council's Standard Drawings, specification and the approved plans.

THE FOLLOWING ADVICE APPLIES TO THIS PERMIT: -

- A. This permit does not imply that any other approval required under any other legislation or by-law has been granted.
- B. A final approved plan of survey and schedule of easements as necessary, together with two (2) copies, must be submitted to Council for sealing for each stage, and must address the following:
- The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.
 - A fee as otherwise determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey for each stage.
 - Prior to Council sealing the final plan of survey for each stage, security for an amount clearly in excess of the value of all outstanding works and maintenance required by this permit must be lodged with the Glamorgan Spring Bay Council. The security must be in accordance with section 86(3) of the Local Government (Building & Miscellaneous Provisions) Council 1993. The amount of the security shall be determined by the Council's General Manager.
 - All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage. It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied and to arrange any required inspections.
 - The subdivider must pay any Titles Office lodgement fees direct to the Recorder of Titles.
- C. The owner is advised that an engineering plan assessment and inspection fee of 1% of the value of the approved engineering works, or a minimum of \$220.00, must be paid to Council in accordance with Council's fee schedule.
- D. The development must only be carried out between the following hours unless otherwise approved by the Council's General Manager
- | | |
|---|---------------------|
| • Monday to Friday | 7:00 AM to 6:00 PM |
| • Saturday | 8:00 AM to 6:00 PM |
| • Sunday and State-wide public holidays | 10:00 AM to 6:00 PM |
- E. This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

SUBDIVISION APPLICATION 15024 **Subdivision into 12 Lots** **23-31 Murray Street, Bicheno**



PO BOX 12 KINGSTON BEACH 7050 53 TASMAN HIGHWAY, BICHENO

OWNER: W BROWN

GRANTEE:

VICINITY: 23 MURRAY ST BICHENO

MUNICIPALITY: GLAMORGAN SPRING BAY

MAP REF: LIST

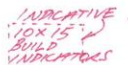
TITLE REF CT 128934

SCALE 1-750 A3

Necessary Easements to be fixed on Survey

Dimensions & Areas Subject to Survey

Plan for the purpose of this proposal only



REF: 5654-01

DATE: 7-12-15, 16.2.16 ADJ.


REGISTERED SURVEYOR

Under Regulation 25 of Local Government (Meeting Procedures) Regulations 2005 the Chairperson hereby declares that the Council is no longer now acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993 for Section 3 of the Agenda.

Recommendation

That Council no longer acts as a Planning Authority. (Time:)
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4. Public Question Time

Public question time gives any member of the public the opportunity to freely ask a question on any Council related matter.

Answers to questions will be given immediately if possible, or taken “on notice” if an ‘on the spot’ answer is not available.

In accordance with the Local Government Act questions on notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which you a member of the public would like a question answered.

Asking a question is easy and members of the public are encouraged to ask any question they have (limit of two (2) questions per person per meeting).

Prior to the commencement of an Ordinary Meeting of Council, the Mayor approaches the public gallery and requests that those who would like to ask a question during public question time indicate at that point they would like to do so and give the Mayor their name.

A short instruction sheet outlining the Glamorgan Spring Bay Council procedure for asking a question during Public Question Time will be provided at the Ordinary Meeting of Council to assist members of the public on how to do this. Public question time can be a maximum of 15 minutes only.

5. Mayor's Report

Mayor Michael Kent AM

24 th May	Swansea	Attended Council Workshop and Meeting.
25 th May	Orford	Interview with Leon Compton ABC 936 regarding a general update on what's happening on the east coast.
31 st May	Triabunna	Attended Council Workshop with Triabunna doctors regarding future of medical services.
14 th June	Triabunna	Attended a Council Workshop.
17 th June	Swansea	Attended the launch of the Tas Irrigation Swan River scheme and an announcement by Mr Eric Hutchinson MP regarding potential Federal funding for marine infrastructure in Swansea and Triabunna.

Recommendation

That the Mayor's Report be received and noted.

6. Information Reports

6.1 General Manager, David Metcalf

Council Governance · Corporate Services · Medical Services · Economic Development · Safety & Risk Management
· Visitor Centres

Council Governance

Council meetings are being conducted monthly with special meetings being called by the Mayor or Councillors when required. Council meetings are usually held on the fourth Tuesday of the month and commence at 5.00pm. Workshops are scheduled on the second Tuesday of each month and on the day of a Council meeting, unless otherwise required. The June Council meeting is on Tuesday 28th June 2016 at 5.00pm in Triabunna.

Medical Services

Council operates administration services for the Bicheno General Practice and Dr Winston Johnson.

Corporate Services

The 2016-17 Annual Plan and budget is completed and is awaiting Council approval at the June meeting.

Cash and Investments

Cash and investments at the end of May 2016 were \$2,256k against May 2015 \$1,616k, May 2014 \$2,199k, and May 2013 \$2,085k. Considering the level of capital works being carried out in the last three to five years, and the transfer of cash to enable the purchase of the new Council offices in Triabunna, it is a pleasing result. Council is undergoing the community consultation phase of the property sales at present. The \$1.5 million dollar loan for the Triabunna Marina and Wharf has been drawn down as there has been considerable expenditure on the project negating the requirement for any short term borrowings.

Property Information

Property transactions for the YTD May are 11% up on last year, which is reflected in the extra income reported in the Regulatory Services Department. This is showing a very pleasing trend as investors and families invest in our area.

Health, Safety, Other

There was one lost time injury YTD amounting to 262.7 lost time hours. There have been four (4) motor vehicle claims this year. There have been sixteen (16) workplace reported incidents YTD, no community incidents reported YTD and two staff resignations in May. One employee has been replaced.

Human Resources

The roll out of the new Workplace Behaviour Toolkit policies and procedures for all Glamorgan Spring Bay Council employees is nearly complete. This has been undertaken by Kristy Scott our Human Resources Consultant. A consultation period was held for all employees and the ASU. Some feedback was received. This feedback went with all other councils to LGAT and final documents were prepared for implementation. Kristy and I met with all staff across different locations in early June to explain the implementation process and all employees have until July 1st 2016 to complete the training in the policies and procedures. This includes the completion of a multiple choice questionnaire covering comprehension of all policies and procedures within the Toolkit.

Rates

As per report.

Visitor Centres

Glamorgan Spring Bay Council operates three visitor centres throughout the Municipality. They are all Yellow "I" centres. Visitor numbers through the centres are up by 3.24% on last year to date.

Visitor Numbers

2012/2013 64,722 to May 2013
2013/2014 78,545 to May 2014
2014/2015 77,907 to May 2015
2015/2016 80,434 to May 2016

East Coast Regional Tourism Organisation (ECRTO)

Destination Action Plan for Orford, Triabunna and Buckland

We have been working closely with the community in Orford, Triabunna and Buckland to develop a Destination Action Plan. This process was facilitated by Wayne-Kayser Thompson, a well respected tourism leader from Victoria. Wayne is also the Chairman of the Great Ocean Road Regional Tourism Organisation.

The process brought together representatives from all stakeholder groups that benefit from the visitor economy; local government, state government agencies, industry and the community to develop a plan. This Plan seeks to identify the challenges and opportunities facing Orford /Triabunna / Buckland and to establish achievable affordable priorities that if delivered would increase the area's competitiveness.

Two workshops have been completed with local stakeholders and the engagement and enthusiasm from the community has been excellent. The next steps are to finalise the plan and launch it to the wider community.

Winter marketing campaign

ECRTO is working with industry to develop winter specials for inclusion in a winter marketing campaign to encourage Tasmanians, particularly people from Hobart and Launceston to visit the East Coast over the quieter months. This campaign will be launched late June.

Ruth Dowty, CEO

Statistics

Property Settlement Certificates														
	132-2009	337-2009	132-2010	337-2010	132-2011	337-2011	132-2012	337-2012	132-2013	337-2013	132-2014	337-2014	132-2015	337-2015
July	46	21	36	17	30	16	32	13	36	18	14	6	42	17
August	33	20	30	17	22	12	21	10	23	11	16	11	30	14
September	48	26	44	22	27	15	33	14	22	13	38	21	34	18
October	35	16	38	20	24	11	47	26	49	24	40	24	40	18
November	35	19	42	22	34	17	32	15	42	25	42	23	43	24
December	34	18	33	19	28	14	18	8	33	17	37	20	48	21
January	47	22	41	23	48	26	39	21	39	26	46	26	62	28
February	62	37	46	24	27	15	21	11	38	18	49	26	45	26
March	71	32	48	24	25	13	37	22	36	24	48	26	46	21
April	45	32	31	15	24	13	33	18	47	22	37	21	39	24
May	27	14	24	12	36	23	24	14	50	27	58	30	58	31
June	16	10	16	12	14	8	22	9	27	16	24	16		
Total	499	267	429	227	339	183	359	181	442	241	449	250	487	242

Visitor Numbers																
MONTH	BICHENO	BICHENO	BICHENO	BICHENO	SWANSEA	SWANSEA	SWANSEA	SWANSEA	TRIABUNNA	TRIABUNNA	TRIABUNNA	TRIABUNNA	TOTAL	TOTAL	TOTAL	TOTAL
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
JULY	558	572	657	765	363	762	992	774	609	1388	1645	905	1530	2722	3294	2444
AUGUST	540	564	573	609	321	640	769	686	770	1388	1409	729	1631	2592	2751	2024
SEPTEMBER	1160	1175	1003	1447	623	1225	1200	1106	1071	1165	1126	1095	2854	3565	3329	3648
OCTOBER	1697	1858	1668	2133	1159	1616	1815	1617	1449	2062	1707	1824	4305	5536	5190	5574
NOVEMBER	1847	2205	2219	2686	1703	1924	2701	2474	2021	2525	2304	2696	5571	6654	7224	7856
DECEMBER	2775	3170	3080	3409	2308	2383	2780	2598	2623	3572	2994	2865	7706	9125	8854	8872
JANUARY	4675	4846	4826	5073	4080	4537	5665	3968	3896	5606	4211	4695	12651	14989	14702	13736
FEBRUARY	3746	3848	4257	4245	2714	3369	4469	5141	3646	4272	4044	5290	10106	11489	12770	14676
MARCH	3330	3768	3367	3414	2806	3239	3786	3794	3113	4209	3441	4044	9249	11216	10594	11252
APRIL	2138	2449	1873	2183	1717	2520	2134	2146	1922	2641	2144	2766	5777	7610	6151	7095
MAY	809	934	1082	1085	1003	1160	1115	1048	1530	953	851	1124	3342	3047	3048	3257
JUNE	581	605	579		900	739	858		1635	1238	750		3116	2582	2187	0
TOTAL	23856	25994	25184	27049	19697	24114	28284	25352	24285	31019	26626	28033	67838	81127	80094	80434

CURRENT RATES BALANCE 31st May 2016	
Balance Brought Forward	\$10,952.16
Plus:	
Interest Charged	\$11,628.94
Rates Levied	\$7,109,604.61
Debit Journals	\$104,118.90
Sub Total	\$7,236,304.61
Less:	
Receipts	\$6,573,871.15
Pension Rebates	\$239,497.47
Credit Journals	\$96,413.57
Supplementary Credits	\$165,427.32
Discounts	\$62,978.91
Rates Balance	\$98,116.19
Discount Date/Rate 03/08/2015 3.0%	
Installments	
	7/08/2015
	9/10/2015
	15/01/2016
	8/04/2016



Profit & Loss				
Glamorgan Spring Bay Council				
ADMIN CORP,ECONOMIC,GOVERNANCE,SAFETY & RISK,TOURISM				
For the month ended 31st May 2016				
	YTD Actual	YTD Budget	Var AUD	Var %
Income				
CONTRIBUTIONS	\$40,405.42	\$30,000.00	\$10,405.42	34.7%
GRANTS	\$163,120.00	\$415,000.00	-\$251,880.00	-60.7%
INTEREST	\$33,937.06	\$68,387.00	-\$34,449.94	-50.4%
INVESTMENTS:DIVIDENDS WATER CORPORATION	\$325,949.99	\$351,000.00	-\$25,050.01	-7.1%
NET GAIN/(LOSS) ON ASSETS	\$0.00	\$1,500,000.00	-\$1,500,000.00	-100.0%
OTHER INCOME	\$303,906.40	\$251,120.00	\$52,786.40	21.0%
RATES AND CHARGES	\$900,143.36	\$810,372.00	\$89,771.36	11.1%
STATUTORY FEES AND FINES	\$71,749.36	\$68,750.00	\$2,999.36	4.4%
USER FEES	\$4,250.00	\$0.00	\$4,250.00	
Total Income	\$1,843,461.59	\$3,494,629.00	-\$1,651,167.41	-47.2%
Gross Profit	\$1,843,461.59	\$3,494,629.00	-\$1,651,167.41	-47.2487%
Less Operating Expenses				
DEPRECIATION AND AMORTISATION	\$90,025.82	\$91,652.00	-\$1,626.18	-1.8%
EMPLOYEE BENEFITS	\$404,153.83	\$452,055.00	-\$47,901.17	-10.6%
FINANCE COSTS	\$10,289.37	\$62,500.00	-\$52,210.63	-83.5%
IMPAIRMENT OF RECEIVABLES	\$919.72	\$2,000.00	-\$1,080.28	-54.0%
MATERIALS AND SERVICES	\$1,370,952.61	\$1,342,155.00	\$28,797.61	2.1%
OTHER EXPENSES	\$192,531.92	\$162,800.00	\$29,731.92	18.3%
Total Operating Expenses	\$2,068,873.27	\$2,113,162.00	-\$44,288.73	-2.1%
Operating Profit	-\$225,411.68	\$1,381,467.00	-\$1,606,878.68	-116.3168%
(1) Unexpected public open space contribution				
(2) Timing				
(3) Timing				
(5) Only 2 minor sales at this time				
(6) Contains reimbursement in Economic Development from State & Signage reimbursement				
(7) Timing				
(9) Contains Internal Audit investigation not budgeted current cost \$32,000				



Profit & Loss					
Glamorgan Spring Bay Council					
Visitor Centres					
For the month ended 31st May 2016					
	YTD Actual	YTD Budget	Var AUD	Var %	
Income					
OTHER INCOME	\$9,500.00	\$5,000.00	\$4,500.00	90.0%	(1)
RATES AND CHARGES	\$125,000.00	\$125,000.00	\$0.00	0.0%	
USER FEES	\$601,152.23	\$663,250.00	-\$62,097.77	-9.4%	(2)
Total Income	\$735,652.23	\$793,250.00	-\$57,597.77	-7.3%	
Gross Profit	\$735,652.23	\$793,250.00	-\$57,597.77	-7.261%	
Less Operating Expenses					
DEPRECIATION AND AMORTISATION	\$9,927.72	\$11,000.00	-\$1,072.28	-9.7%	
EMPLOYEE BENEFITS	\$285,271.18	\$257,950.00	\$27,321.18	10.6%	(3)
MATERIALS AND SERVICES	\$487,482.72	\$512,525.00	-\$25,042.28	-4.9%	(4)
Total Operating Expenses	\$782,681.62	\$781,475.00	\$1,206.62	0.2%	
Net Profit	-\$47,029.39	\$11,775.00	-\$58,804.39	-499.4003%	
(1) Timing re BODC invoice					
(2) Below budget at this stage mainly Ferry related					
(3) Above budget at this stage - Credit in June oncosts					
(4) Directly related to sales volume					



Profit & Loss				
Glamorgan Spring Bay Council				
MEDICAL SERVICES				
For the month ended 31st May 2016				
	YTD Actual	YTD Budget	Var AUD	Var %
Income				
GRANTS	\$407,807.62	\$418,994.00	-\$11,186.38	-2.7%
INTEREST	\$403.54	\$330.00	\$73.54	22.3%
NET GAIN/(LOSS) ON ASSETS	\$0.00	-\$7,500.00	\$7,500.00	100.0%
OTHER INCOME	\$781,853.99	\$746,710.00	\$35,143.99	4.7%
RATES AND CHARGES	\$392,791.16	\$389,298.00	\$3,493.16	0.9%
USER FEES	\$4,500.00	\$0.00	\$4,500.00	
Total Income	\$1,587,356.31	\$1,547,832.00	\$39,524.31	2.6%
Gross Profit	\$1,587,356.31	\$1,547,832.00	\$39,524.31	2.5535%
Less Operating Expenses				
DEPRECIATION AND AMORTISATION	\$60,590.71	\$62,887.00	-\$2,296.29	-3.7%
EMPLOYEE BENEFITS	\$410,901.19	\$344,338.00	\$66,563.19	19.3%
MATERIALS AND SERVICES	\$1,102,616.28	\$1,114,768.00	-\$12,151.72	-1.1%
Total Operating Expenses	\$1,574,108.18	\$1,521,993.00	\$52,115.18	3.4%
Net Profit	\$13,248.13	\$25,839.00	-\$12,590.87	-48.7282%
(1) Timing				
(2) Oncosts need adjusting June				



Profit & Loss				
COUNCIL TOTAL				
For the month ended 31st May 2016				
	YTD Actual	YTD Budget	Var AUD	Var %
Income				
CONTRIBUTIONS	\$64,018.41	\$69,750.00	-\$5,731.59	-8.2%
GRANTS	\$2,079,558.84	\$1,682,756.00	\$396,802.84	23.6%
INTEREST	\$34,340.60	\$68,717.00	-\$34,376.40	-50.0%
INVESTMENTS:DIVIDENDS WATER CORPORATION	\$325,949.99	\$351,000.00	-\$25,050.01	-7.1%
NET GAIN/(LOSS) ON ASSETS	\$7,346.65	\$1,492,500.00	-\$1,485,153.35	-99.5%
OTHER INCOME	\$1,465,222.22	\$1,444,295.00	\$20,927.22	1.4%
RATES AND CHARGES	\$6,911,738.90	\$6,753,000.00	\$158,738.90	2.4%
STATUTORY FEES AND FINES	\$371,097.49	\$333,825.00	\$37,272.49	11.2%
USER FEES	\$891,965.77	\$1,043,185.00	-\$151,219.23	-14.5%
Total Income	\$12,151,238.87	\$13,239,028.00	-\$1,087,789.13	-8.2%
Gross Profit	\$12,151,238.87	\$13,239,028.00	-\$1,087,789.13	-8.2165%
Less Operating Expenses				
DEPRECIATION AND AMORTISATION	\$1,765,035.30	\$1,796,729.00	-\$31,693.70	-1.8%
EMPLOYEE BENEFITS	\$3,561,585.64	\$3,730,356.00	-\$168,770.36	-4.5%
FINANCE COSTS	\$81,597.77	\$151,207.00	-\$69,609.23	-46.0%
IMPAIRMENT OF RECEIVABLES	\$919.72	\$2,000.00	-\$1,080.28	-54.0%
MATERIALS AND SERVICES	\$5,221,775.38	\$5,232,783.00	-\$11,007.62	-0.2%
OTHER EXPENSES	\$192,531.92	\$162,800.00	\$29,731.92	18.3%
PLANT HIRE INTERNAL - DEPARTMENTAL EXPENSE	\$300,205.00	\$300,135.00	\$70.00	0.0%
Total Operating Expenses	\$11,123,650.73	\$11,376,010.00	-\$252,359.27	-2.2%
Operating Profit	\$1,027,588.14	\$1,863,018.00	-\$835,429.86	-44.8428%
Non-operating Expenses				
CLEARING ACCOUNT - PLANT HIRE RECOVERIES & E	\$8,492.99	-\$10,000.00	\$18,492.99	184.9299%
CLEARING ACCOUNTS WAGES ON-COSTS ETC.	-\$143,124.74	-\$20,000.00	-\$123,124.74	-615.6237%
Total Non-operating Expenses	-\$134,631.75	-\$30,000.00	-\$104,631.75	-348.8%
Net Profit	\$1,162,219.89	\$1,893,018.00	-\$730,798.11	-38.6049%
(1) Based on activity hard to budget				
(2) Timing				
(3) Timing				
(4) Only 1 small sale to date				
(5) Based on activity mainly planning & building & waste				
(6) Timing				
(7) Internal audit investigation not budgeted cost to date \$32,000				



As at 31 May 2016					
CAPITAL NEW // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site Progress	Comments
Roads, Footpaths, Kerbs					
S - Victoria Street Crossing	Victoria St crossing cnr Victoria St	\$23,000	\$4,953	COMPLETED	
S - Gordon / Old Spring Bay Rd	kerb - Rapp St to Old Spring Bay Rd	\$49,100			
S - Swan River Road	Tasman Hwy turn right lane			COMPLETED	Black Spot Programme - State Growth
C - Freycinet Drive	Kerbing Esplanade to Reserve Rd	\$36,900	\$2,400		
C - Coles Bay Road	Roundabout	\$185,000	\$5,332	In Progress	Design and final State Growth approvals pending
O - Charles Street	Footpath Prosser to Walpole	\$46,200	\$32,968	COMPLETED	
O - Mary St Kerb and reconst	End of existing to end 80m	\$30,900			Dependent on private subdivision proceeding
O - Tasman Highway Footpath	Gravel Path Alice Street 200m	\$6,500	\$7,561	COMPLETED	
T - Esplanade & Roberts	Extend kerb fix footpath	\$35,000			
T - Esplanade East / Side Road	Const 200m b/w Roberts and Lord	\$19,500	\$14,790	COMPLETED	
T - Barton Avenue	Tasman Hwy turn right lane			COMPLETED	Black Spot Programme - State Growth
T - Henry / Victoria St Footpath	Gravel Tasman to Franklin St west	\$14,500	\$5,974	COMPLETED	
T - Vicary St & Charles St	Streetscape design	\$45,000		In Progress	
T - Marina Views Estate	Subdivision				Commencement subject to Land Sales \$735,000
PG, Walking Tracks, Cemeteries					
S - Cambria Drive Walkway	Recon walkway to Meredith Rv	\$12,000	\$3,191	COMPLETED	
B - Triangle Upgrade Plans	Develop construction plans	\$35,000	\$12,308	In Progress	From concept to construction plan standard
B - Foreshore	Revegetation Project - Peggys Pt	\$5,000		In Progress	Comm date revised due to penguin breeding
B - Bicheno Rec Ground	Perimeter fencing	\$46,000	\$34,724	COMPLETED	ADDITIONAL WORK Reallocation: Decision 35/16
A - Identity Flags and Poles	Flags and Installation	\$16,500			
T - Barton Avenue Foreshore	Construct walking track (Stage 1)	\$9,000		In Progress	Seeking Approvals was Feb
T - Cemetery	New Picket Fence and Entrance	\$18,000	\$3,407	In Progress	
Bu - Recreation Ground	Fenced Dog Exercise Yard	\$20,000			
O - Foreshore Track	Access steps safety rails quarry	\$10,000			
O - Espl / Tasman Hwy area	Paving and seating Esplanade	\$11,000	\$20,556	COMPLETED	Extended paved area for safety
C - Council Reserves	Survey parcel boundaries	\$10,100	\$9,972	COMPLETED	

CAPITAL NEW cont. // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site Progress	Comments
Stormwater, Drainage					
B - Burgess St	SW install - land adj Bakery	\$55,000	\$13,485	COMPLETED	Work did not involve road crossing
O - Rheban Rd Drainage --RTR--	Install stormwater (flood repairs)	\$185,000	\$139,724	COMPLETED	ADDITIONAL WORK Total exp. covered by R2R funding
S - Gordon St	SW Gordon / Old SB Rd Corner	\$27,200			
S - Old Spring Bay Road	Road Culvert Crossing	\$78,500			
Bridges & Culverts					
O - East Shelly Ped Bridge	Construct Bridge for track	\$36,000	\$9,090	In Progress	
Council Bldgs & Marine Infrast					
T - Marina Extension	Stages 3 and 4	\$1,500,000	\$181,058	In Progress	Combined costing
T - Marina CCTV	Installation at wharf and marina	\$45,000		COMPLETED	
T - Wharf and Fuel Facility	Extend main wharf	\$350,000		In Progress	
T - Marina Boatramp Toilet	New facility	\$70,000			
T - Recreation Ground Building	Billard Table Room / facilities	\$0			
T - Depot - Wash down pad	Triabunna Depot \$18,000			DEFERRED	Monies reallocated to Bicheno Recreation
S - Depot - Shelter Bays	Swansea Depot \$28,000			DEFERRED	Ground fencing: Decision 35/16
O - Prosser River	Dredging and construction work	\$125,000	\$112,275	In Progress	
T - Straighter, Deeper Channel	Straighter approach channel	\$50,000			Delayed Funding Application
S - SES Development	Maria Street development	\$380,000	\$785,809	In Progress	Budget exceeded because of extra security & foundations
Plant & Equipment					
Excavator Hyd Grab attachment	Excavator attachment	\$14,000		COMPLETED	Will most likely be recovered from SES
Free Roll	Compaction Roller	\$46,525			
Water Tank trailer 1000 litre	Trailer mounted pressure pump	\$12,500		In Progress	
Trailer	Building Department Trailer	\$6,500	\$6,636	COMPLETED	
Waste Transfer Stations					
S - WTS Lease Extension	Perimeter fencing - lease	\$6,000			
S - WTS Tip Shop	Feasibility study	\$45,000			



as at 31 May 2016					
CAPITAL RENEWAL // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site progress	Comments
Sealed Road Reseals					
S - Victoria St	Reseal - Wellington to Julia	\$22,500			
S - Burgess St	Reseal - Wellington to Change	\$19,200		COMPLETED	
C - Cosgrove St	Reseal - Harold to Change	\$6,600	\$6,100	COMPLETED	
C - Cosgrove St	Reseal - Change to Percy	\$5,170	\$4,066	COMPLETED	
C - Freycinet Drive	Reseal - Change to Visitors	\$19,170		COMPLETED	Reseals comm date altered due to contract
C - Freycinet Drive	Reseal - Visitors to Culvert	\$9,750		COMPLETED	
C - Freycinet Drive	Reseal - Culvert to lodge	\$53,750		COMPLETED	
T - Amelia St	Reseal - Inkerman to End	\$2,430		COMPLETED	
T - Esplanade East	Reseal - Inkerman to Boyle	\$13,113	\$3,467	COMPLETED	
T - Inkerman St	Reseal - Amelia to Boyle	\$12,708		COMPLETED	
O - East Shelly Rd --R2R--	Reseal - Jetty to Manning	\$46,784	\$11,600	COMPLETED	
Buckland	Jetpatcher	\$10,000		In Progress	Jetpatcher work to co-incide with reseal work
Triabunna	Jetpatcher	\$10,000	\$538	In Progress	
Orford	Jetpatcher	\$10,000	\$6,174	In Progress	
Swansea	Jetpatcher	\$10,000	\$10,826	COMPLETED	
Bicheno	Jetpatcher	\$10,000	\$5,587	In Progress	
Coles Bay	Jetpatcher	\$15,000	\$88	In Progress	
Sealed Road Pavements					
S - Road Repairs	General	\$25,000			
S - Maria Street --R2R--	Reconstruction Well to Tarl	\$260,000	\$112,255	COMPLETED	Comm changed due to Contractor availability
S - Dolphin Sands Rd --R2R--	Reconstruction- Ywest to Yeast	\$270,000	\$290,350	COMPLETED	Comm changed due to Contractor availability
B - Road Repairs	General	\$25,000	\$25,175	COMPLETED	
C - Road Repairs	General	\$25,000			
BU - Road Repairs - Kent St	Reconst Buck Rd to CH 170	\$49,000			
O - Road Repairs	General	\$25,000			
T - Davidson Place	Asphalt Overlay	\$21,500			Transferred to 2016-17 due to Tas Networks?
T - Road Repairs	General	\$25,000			



CAPITAL RENEWAL cont. // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site progress	Comments
Unsealed Road Pavements					
S - Unsealed Repair	Old Coach Road 500m	\$50,000	\$1,227	In Progress	
B - Unsealed Repair	Rosedale Road 500m	\$50,000	\$49,342	COMPLETED	
C - Unsealed Repair	Freycinet Drive- Fisheries	\$35,000			
T - Unsealed Repair --R2R--	Seaford Road 1000m	\$60,000	\$77,096	COMPLETED	Total expenditure covered by R2R funding - culvert issue
O - Unsealed Repair	Rheban Road 1000m	\$40,000	\$40,379	COMPLETED	Monies redirected to Earlham Road
Kerb & Gutter					
O - Charles St --R2R--	Stage 2 Prosser to Walpole	\$21,000	\$79,450	COMPLETED	Total expenditure covered by R2R funding - (project crossed over 14/15 and 15/16 financial years)
Footpaths					
S - Wellington St	May Shaw to Esplanade	\$16,200	\$40,140	COMPLETED	Quotation error of length - will reallocate cost diff
Parks & Reserves					
T - Recreation Reserve	Replace 3 Light Poles	\$12,000	\$10,640	COMPLETED	Condemned Timber Poles
T - Seafarers Memorial	Refurbishment of memorial	\$5,530	\$3,404	COMPLETED	
Bu - Recreation Ground	Upgrade Sewer system	\$15,000	\$14,827	COMPLETED	
A - Park Furniture replacement	Replacement Program	\$8,000			
S - Playground Equipment	Replace Duck Park Adult Eq	\$26,000		In Progress	
S - Gorse Control	Follow up weed control	\$5,000			
A - Playground Repairs	Upgrade program	\$7,500			
Stormwater & Drainage					
S - Recreation Ground	Establish Outfall Structure	\$7,500		DEFERRED	



CAPITAL RENEWAL cont. // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site progress	Comments
Council Buildings & Marine					
B - Jetty Road Toilets	Replace doors & section rooms	\$10,000	\$1,363	In Progress	
B - Gulch Toilet	Refurbish toilet facility	\$5,000		In Progress	
CB - Community Hall	Build Storage room on rear of Hall	\$25,000	\$4,290	In Progress	design work comm
O - Raspins Beach	Building for storage and showers	\$78,045	\$11,443	In Progress	Permit stage
S - 8 Noyes St House	Renovations for rental	\$30,000	\$2,954		
S - Gordon St Boatramp	Extend wall and install buffers	\$20,000	\$19,370	COMPLETED	
Little Swanport - Hall	Connect power	\$5,000			Contractor delay
Bu - Community Hall	side entrance stairs and path	\$9,500	\$11,238	COMPLETED	Materials ordered
S - Toilet Replacement	Replace Jubilee Beach toilets	\$210,000	\$1,900	In Progress	
T - Depot Animal Pound	Upgrade existing pound facilities	\$15,000			
T - Community Hall - Stage 2	Paint building and renovations	\$120,000	\$167,458	COMPLETED	
Bridges and Culverts					
Bu - Stonehurst Road	Replace with concrete deck	\$95,000	\$21,874	COMPLETED	
Earlham - Earlham Road	Replace with concrete culverts	\$75,000			
Plant & Equipment					
Small plant replacement	All Depots	\$15,000		In Progress	
T - Town Mntce Utility - Tipper	Replacement Vehicle	\$32,000			
Works Dept Trailers	Repl - tandem and single trailer	\$9,500		COMPLETED	
S - Town Mntce Utility - Tipper	Replacement Vehicle	\$32,000			
Manager Works	Replacement Vehicle	\$25,000	\$25,075	COMPLETED	
Manager Marine and Infrast	Replacement Vehicle	\$25,000	\$23,768	COMPLETED	
Manager Natural Resources	Replacement Vehicle	\$25,000	\$20,951	COMPLETED	
Works Supervisor	Replacement Vehicle	\$25,000	\$27,871	COMPLETED	
Doctor Swansea - C17PP	Replacement Vehicle	\$32,000	\$32,887	COMPLETED	
Doctor Bicheno - B05HH	Replacement Vehicle	\$28,000	\$29,000	COMPLETED	

6.2 Manager Works, Mr Tony Pollard

Roads, Footpaths, Kerbs- Waste Transfer Stations- Garbage, Recycling Services- Town Maintenance - Parks, Reserves, Walking Tracks, Cemetery - Stormwater Drainage - Bridges, Culverts - Emergency Management, SES

ROADS, FOOTPATHS, KERBS:

- Continuation of flood reinstatement works on our overall road network.
- Graded Buckland rural unsealed road network.

WASTE TRANSFER STATIONS (WTS):

- All transfer stations are operating within prescribed guidelines.
- Greenwaste burns have been undertaken recently at the Orford, Swansea and Bicheno Waste Transfer Stations in accordance with EPA guidelines. No complaints were received.
- A collection of stockpiled tyres have been removed from all Transfer Station sites.

GARBAGE, RECYCLING SERVICES:

- Nil issues

TOWN MAINTENANCE:

- Ongoing general maintenance is being carried out in all our town areas to ensure an acceptable level of overall presentation is maintained.

PARKS, RESERVES, WALKING TRACKS, CEMETERY:

- Continuation of ongoing general maintenance within our townships and foreshores.
- A number of tree removals undertaken in Bicheno, Coles Bay and Orford due to disease and/or safety concerns.

STORMWATER, DRAINAGE:

- Undertaking flood reinstatement works and culvert / pit cleanout works.

BRIDGES, CULVERTS:

- Ongoing maintenance, when required.
- Upstream debris removal and road formation approach reinstatement works undertaken at different bridge sites following recent rains.

EMERGENCY MANAGEMENT:

Glamorgan Spring Bay SES Unit Report

- Current flood situation – 6th June: Sixteen jobs attended by our volunteers which equated to be over 50 person hours since Saturday afternoon. Volunteers spent this time in very adverse conditions sand-bagging, clearing debris and unblocking table drains mainly in the Swansea area.
- An Emergency Operations Centre was set up at the existing Swansea SES base before being relocated to the new building in Maria Street to give us better mobile phone coverage and the fact that the old building had a considerable amount of water egressing into it.
- One road closure was set up on the Old Coach Road at Cranbrook and sandbags were taken to Coles Bay late on Monday night. I wish to acknowledge Athol Barker for the use of his sand pile to fill the sand bags and Council's Adrian O'Leary for the early use of the new SES facility.
- One motor vehicle accident was attended to over the last month with only minor injuries resulting.
- The unit has also gained 2 new members that are currently beginning their training.

Visit our website at www.swansea-ses.weebly.com

Kelvin Jones ESM, Unit Manager, Glamorgan Spring Bay SES Unit

2015–2016 CAPITAL WORKS UPDATE

- Pavement preparation works for bitumen sealing currently being undertaken in the front and rear hardstand areas at the new SES development in Maria Street, Swansea.

WASTE MANAGEMENT STATISTICS

Garbage deposited at transfer stations and transported to Copping landfill site (tonnes):

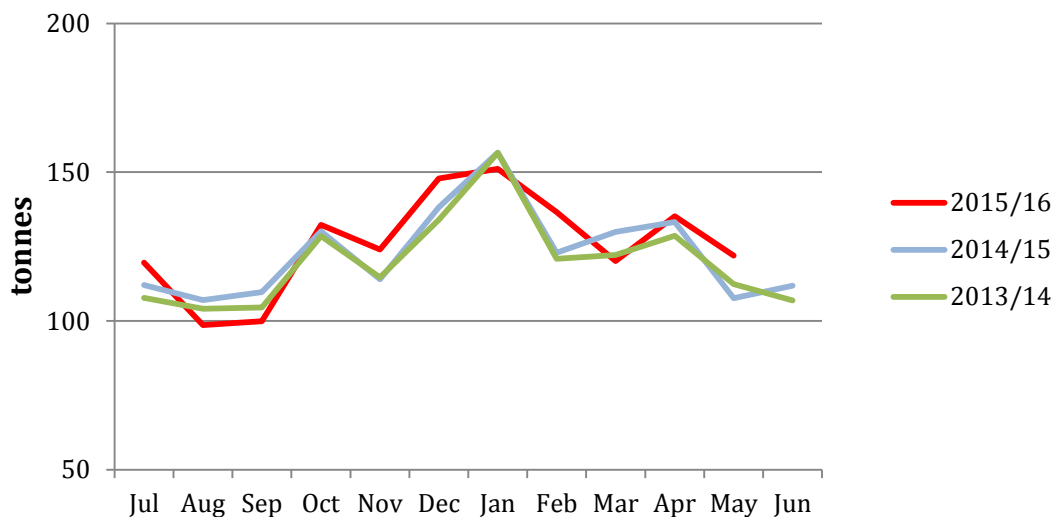
<u>MONTH</u>	<u>BICHENO Collection & WTS</u>	<u>BICHENO WTS only</u>	<u>COLES BAY WTS only</u>	<u>SWANSEA WTS only</u>	<u>ORF-TRIA-CB- SW Collection & ORF WTS</u>	<u>ORFORD WTS only</u>	<u>TOTAL (tonnes)</u>
JULY '15	37.18	13.88	12.98	23.10	95.56	13.38	168.82
AUG	21.08	12.56	16.62	24.26	119.32	23.95	181.28
SEPT	32.80	13.94	12.70	23.00	93.46	12.36	161.96
OCT	41.44	13.67	14.58	41.88	153.64	49.09	251.54
NOV	35.70	7.43	12.56	27.14	124.54	35.97	199.94
DEC	39.76	10.08	30.96	56.96	143.14	24.96	270.82
JAN '16	53.14	18.02	35.84	48.70	141.02	22.91	278.70
FEB	58.26	21.66	34.80	41.94	152.58	52.54	287.58
MARCH	51.94	21.82	22.12	40.82	126.02	14.38	240.90
APRIL	51.36	24.58	23.50	40.92	131.34	22.96	247.12
MAY	48.86	17.65	21.62	40.74	110.34	19.47	221.56
JUNE							
TOTALS	471.52	175.28	238.28	409.46	1390.96	291.98	2510.22

Kerbside Garbage Collected: Bin numbers & tonnages

<u>MONTH</u>	<u>BICHENO</u>	<u>COLES BAY</u>	<u>SWANSEA</u>	<u>TRIABUNNA</u>	<u>ORFORD</u>	<u>TOTAL BINS</u>	<u>TOTAL (tonnes)</u>
JULY '15	1942	1043	1950	1800	2055	9970	119.64
AUG	1934	902	1884	1997	1498	8215	98.58
SEPT	1572	1025	1990	2081	1662	8330	99.96
OCT	2314	1325	2133	2684	2571	11027	132.32
NOV	2356	1449	2288	2126	1518	10337	124.04
DEC	2473	2004	2976	2823	2046	12322	147.86
JAN '16	2927	2046	2589	2245	3578	13385	151.17
FEB	3050	1617	2372	2238	2110	11387	136.64
MARCH	2510	2055	3033	2239	1976	10014	120.17
APRIL	2232	2359	1592	2303	2777	11263	135.16
MAY	2601	1574	2157	2138	1722	10192	122.00
JUNE							
TOTALS	25911	17399	24964	24674	23513	116442	1387.54

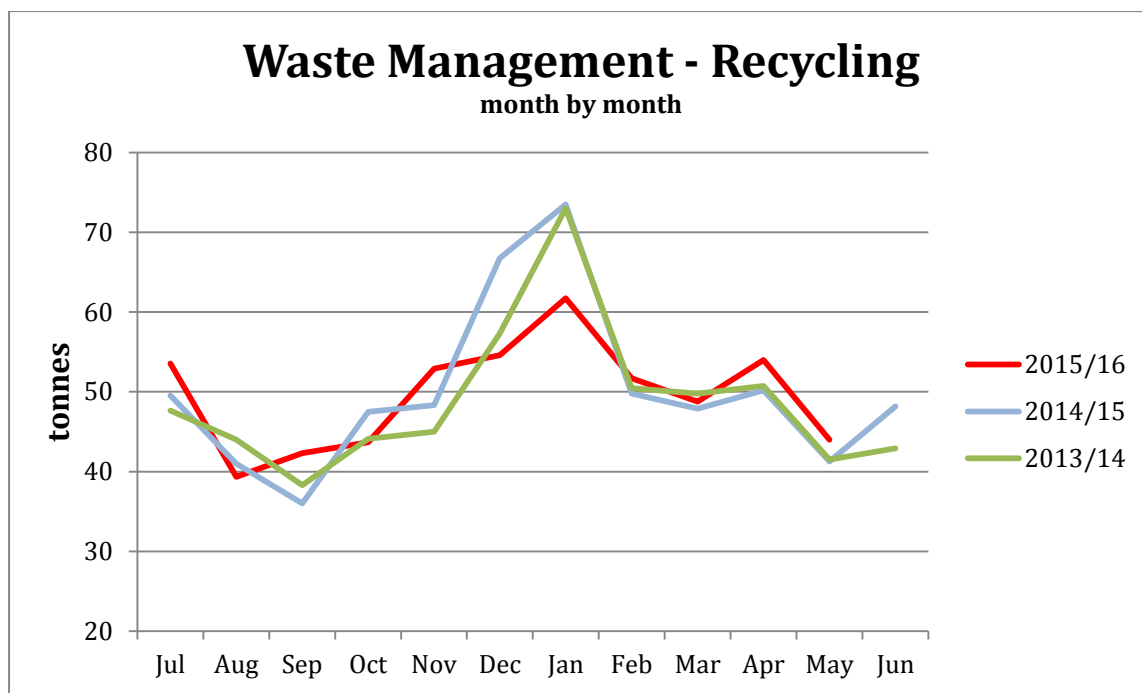
Waste Management - Garbage

month by month



Kerbside Recycling Collected: Bin numbers & tonnages

<u>MONTH</u>	<u>BICHENO</u>	<u>COLES BAY</u>	<u>SWANSEA</u>	<u>TRIABUNNA</u>	<u>ORFORD</u>	<u>TOTAL BINS</u>	<u>TOTAL (tonnes)</u>
JULY '15	841	503	1307	1197	1018	4866	53.53
AUG	849	457	831	813	625	3575	39.33
SEPT	906	497	887	840	716	3846	42.31
OCT	1044	668	983	891	947	4533	43.68
NOV	1594	697	882	947	848	4968	52.92
DEC	1100	1188	1714	1410	903	5311	54.60
JAN '16	1200	908	1253	985	1891	6237	61.74
FEB	1127	810	1075	936	960	4908	51.72
MARCH	1063	799	1071	872	827	4632	48.76
APRIL	1075	839	1093	971	1013	4991	54.01
MAY	924	588	963	854	723	4792	44.00
JUNE							
TOTALS	11723	7954	12059	10716	10471	52659	546.60



Profit & Loss				
Glamorgan Spring Bay Council				
WORKS DEPARTMENT				
For the month ended 31st May 2016				
	YTD Actual	YTD Budget	Var AUD	Var %
Income				
GRANTS	\$1,286,838.00	\$790,412.00	\$496,426.00	62.8% (1)
OTHER INCOME	\$327,697.37	\$417,415.00	-\$89,717.63	-21.5% (2)
RATES AND CHARGES	\$3,647,480.18	\$3,622,343.00	\$25,137.18	0.7%
USER FEES	\$78,567.76	\$115,940.00	-\$37,372.24	-32.2% (3)
Total Income	\$5,340,583.31	\$4,946,110.00	\$394,473.31	8.0%
Gross Profit	\$5,340,583.31	\$4,946,110.00	\$394,473.31	7.9754%
Less Operating Expenses				
DEPRECIATION AND AMORTISATION	\$1,233,473.62	\$1,232,175.00	\$1,298.62	0.1%
FINANCE COSTS	\$5,129.89	\$11,500.00	-\$6,370.11	-55.4% (4)
EMPLOYEE BENEFITS	\$1,375,385.17	\$1,501,266.00	-\$125,880.83	-8.4% (6)
MATERIALS AND SERVICES	\$1,519,180.48	\$1,594,664.00	-\$75,483.52	-4.7% (5)
PLANT HIRE INTERNAL - DEPARTMENTAL EXPENSE	\$294,345.00	\$294,235.00	\$110.00	0.0%
Total Operating Expenses	\$4,427,514.16	\$4,633,840.00	-\$206,325.84	-4.5%
Net Profit	\$913,069.15	\$312,270.00	\$600,799.15	192.3973%
(1) Variance related to timing of actual versus budget in relation to RTR and extra RTR				
(2) Tasman Highway contract renegotiation				
(3) Money budgeted for Scrap metal now costs money instead of receiving				
(4) Timing				
(5) Below budget at this stage				
(6) Below budget at this stage				

6.3 Manager Regulatory Services, Mrs. Winny Enniss

Animal Control - Engineering & Technical Services - Environmental Health - Statutory Building - Statutory Planning

Animal Control

Eight dogs were registered in May with 912 YTD total. YTD, 24 dogs have been impounded, 15 infringements issued, 36 warnings given, 2 dogs surrendered, 2 dogs seized and 4 dogs have been euthanized. There have been 6 lost dog calls and 22 complaints received YTD. This department is operating with the Regulatory Services Officer/Municipal Inspector only.

Engineering & Technical Services

This department provides general engineering and technical advice regarding development applications. The department currently consists of one contract engineer, with assistance from the Regulatory Services Officer.

Environmental Health

Nineteen food business registrations were renewed this month and are for the next financial year. Two temporary food registrations and 5 special plumbing permit was also issued for the month. YTD, 2 place of assembly licences have been issued, 43 immunizations have been conducted and there are 19 supplies of private water. Fourteen (14) food business inspections were carried out this month totalling 60 YTD.

There were no abatement notices issued this month. This department consists of a permanent full time Health Administration Officer and a part time Environmental Health Officer with assistance from the Regulatory Services Officer conducting abatement inspections.

Statutory Building

Council received 11 applications for May and approved 11 applications. The building department currently consists of a permanent full time Building Administration Officer and two contractors namely a building surveyor and a plumbing inspector. Applications are being processed within the required timeframes.

Statutory Planning

Council received 22 applications in May and approved 30 applications. Twelve applications were placed on section 54 for the month. There were 5 NPR applications for the month with 34 YTD (no permits required). The planning department currently consists of 1 permanent part time Planning Administration Officer, a portion of the permanent Manager Regulatory Services and a contract planner for up to 2.5 days a week. Other resources are contracted as required. Whilst applications are taking longer to assess due to the new planning scheme being introduced, they are still being processed within the required timeframes.

The new Interim Planning Scheme was declared by the Minister on 29th July 2015 and became operational from 5th August 2015. The new scheme and maps are available online at www.iplan.gov.au or you can go via Council's website at www.gsbc.tas.gov.au.

Bendigo Bank

The Bendigo Bank Agency opened on 21st August 2013 and operates from the Regulatory Services Department. Four staff members are trained to perform the Agency requirements of the Bank. This month there were 58 deposits (518 YTD), 33 withdrawals (282 YTD), 4 transfers (51 YTD), no new accounts opened (0 YTD) and 17 general enquiries (169 YTD). Due to a bank technical error the Agency was closed for 11 days in February, otherwise there have been no days where no transactions/enquires have occurred for this financial year.

PLANNING	MTD	YTD
Application Received	22	230
Applications Approved	30	205
Placed on Section 54	12	
Applications Refused		
Applications Withdrawn		1
NPR – No Permit Required	5	34
Visitor Accommodation Approvals	3	21
BUILDING		
Application Received	11	168
Applications Approved	11	161
ANIMAL CONTROL		
Dogs Registered	8	912
Kennel Licences Issued/renewed		3
Dogs Impounded	2	24
Dogs Seized	1	2
Dogs Surrendered	1	1
Dogs Euthanised	1	4
Warnings Issued	3	36
Complaints	2	22
Infringements		15
Lost Dog calls		6
Other		6
ENVIRONMENTAL HEALTH		
Immunisations	24	43
Food Business Registrations	19	107
Temporary Food Business Registrations	2	31
Food Business Inspections	14	60
Place of Assembly Licences		2
Environmental Nuisances		
Abatement Notices		29
Notifiable Diseases		1
Recreational Water Sampling		24
Suppliers of Private Water	15	19
Water Carriers	1	1
Regulated System Registration	1	1
Major Incidents notified to DPIPWE		
Special Plumbing Permits Issued	5	36
BENDIGO BANK		
Deposits	58	518
Withdrawals	33	282
Transfers	4	51
New Accounts		
Other	17	169
No of days whereby no transactions/enquiries carried out		11

APPLICATIONS RECEIVED AND APPROVED FOR May 2016

Type: D – Discretionary P – Permitted E – Exempt NPR – No permit required

Planning DA No	Type	Location	Description	Status	Received	Resolved
15160	D	RA10 Happy Valley Road, Spring Beach	Change of use to visitor accommodation	Approved		09/05/16
16004	D	Dolphin sands Road, Dolphin Sands	Interpretive/information signage	Approved		02/05/16
16021	D	1 Crossin Road, Swansea	Dwelling & Studio	Approved		05/05/16
16024	D	11 Manning Drive, Orford	Partial demolition & addition to dwelling	Approved		02/05/16
16026	D	64 Hazzard View Drive, Coles Bay	Outbuilding	Approved		26/05/16
16031	D	11/2308 Coles Bay Road, Coles Bay	Addition to dwelling	Approved		24/05/16
16032	D	64 East Shelly Road, Orford	Demolition & addition to dwelling	Approved		24/05/16
16036	D	RA5010 Tasman Highway, Buckland	Outbuilding	Approved		26/05/16
16037	D	30 Jetty Road, Coles Bay	Addition to dwelling	Approved		24/05/16
16040	D	RA31 Swanwick Drive, Coles Bay	Outbuilding	Approved		17/05/16
16042	P	14 Walpole Street, Orford	Partial change of use to visitor accommodation	Approved		09/05/16
16044	P	12 Addison Street, Swansea	Dwelling & Outbuilding	Approved		31/05/16
16045	D	RA299 Harveys Farm Road, Bicheno	Addition to dwelling	Approved		10/05/16
16046	D	8 Murray Street, Swansea	Outbuilding	Approved		24/05/16
16050	D	RA11259 Tasman Highway, Little Swanport	Extension to existing dwelling	Approved		31/05/16
16054	P	75-77 Tasman Highway, Orford	Petition to amend sealed plan	Approved		05/05/16
16055	D	40 Freycinet Drive, Coles Bay	Change of use to visitor accommodation	Approved		17/05/16
16057	NPR	14 Trochus Street, Orford		Approved		17/05/16
16060	P	1-5 Paradise Court, Orford	Section 90 certificate	Approved		03/05/16
16061	D	Boyle Street, Triabunna	Outbuilding	Approved		30/05/16
16062	D	5 Happy Valley Road, Spring Beach	Outbuilding	Approved		09/05/16
16063	D	12 Wallace Avenue, Bicheno	Outbuilding	Approved		23/05/16

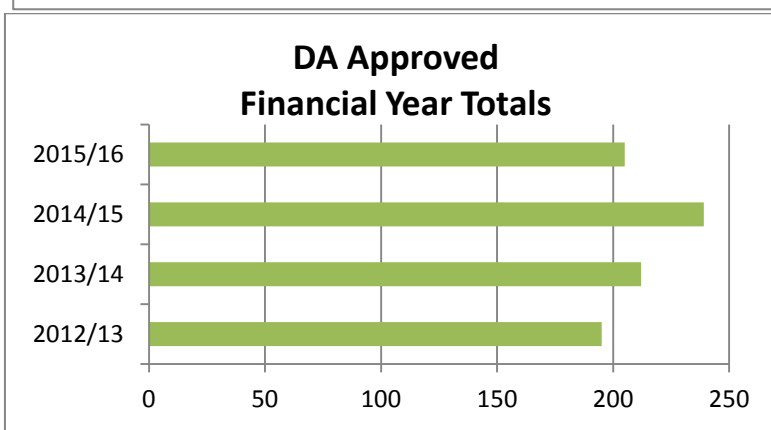
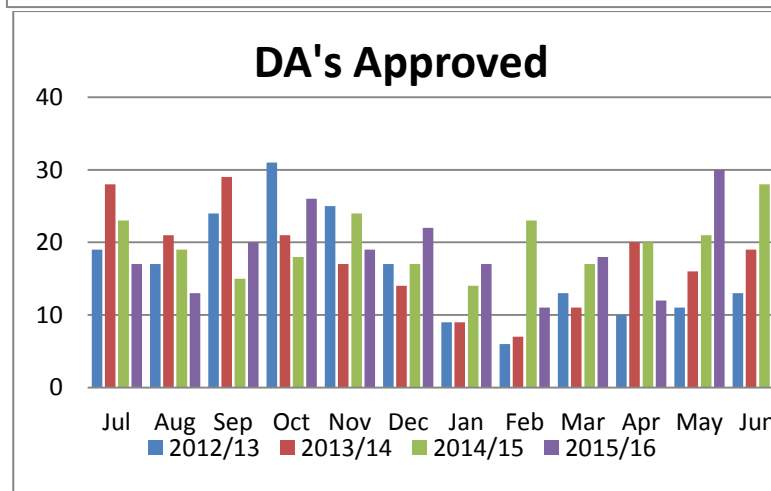
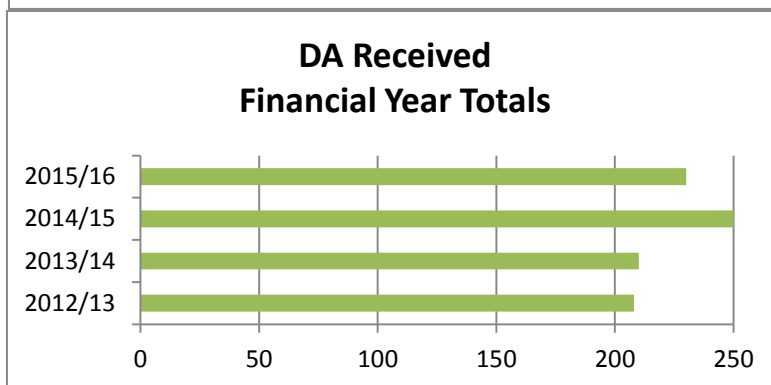
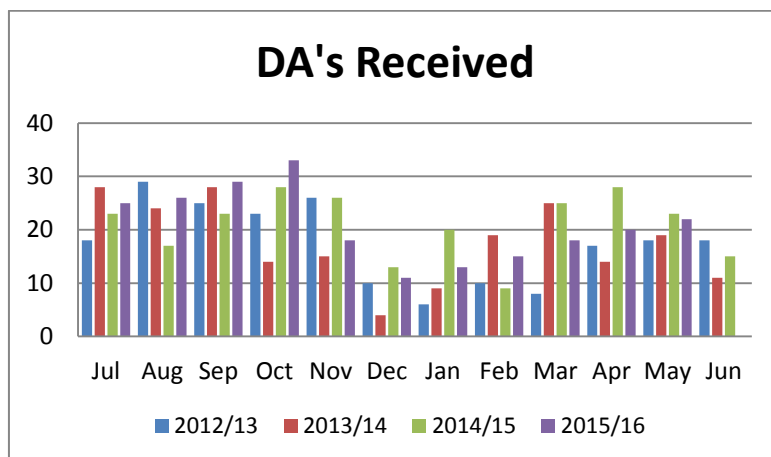
16064	NPR	29 Tasman Highway, Orford	Outbuilding	Approved	03/05/16	19/05/16
16065	D	15 Tasman Highway, Orford	Dwelling	In progress	13/05/16	
16066	NPR	5 Russell Street, Orford	Dwelling	Approved	11/05/16	26/05/16
16067	D	RA139 Coles Bay Road, Coles Bay	Visitor Accommodation	In progress	10/05/16	
16068	D	79 Hazards View Drive, Coles Bay	Dwelling	In progress	04/05/16	
16069	D	RA13110 Tasman Highway, Swansea	Dwelling, annexe & carport	In progress	17/05/16	
16070	D	81 A East Shelly Road, Orford	Dwelling	In progress	27/05/16	
16071	P	180 Tasman Highway, Bicheno	Change of use to visitor accommodation	In progress	10/05/16	
16072	P	31 Hazards View Drive, Coles Bay	Change of use to visitor accommodation	In progress	20/05/16	
16073	D	11 Murphy Court, Orford	Outbuilding	In progress	18/05/16	
16074	D	1 Patsy Court, Coles Bay	Addition to outbuilding - carport	In progress	17/05/16	
16075	D	RA12003 Tasman Highway, Rocky Hills	Dwelling	In progress	20/05/16	
16076	D	79 Tasman Highway, Orford	Outbuilding & demolition of existing outbuilding	In progress	19/05/16	
16077	NPR	38 Barton Avenue, Triabunna	Outbuilding	Approved	18/05/16	24/05/16
16078	NPR	4 Pearl Court, Orford	Dwelling	Approved	24/05/16	24/05/16
16079	D	9 Lord Street, Triabunna	Addition to outbuilding	In progress	16/05/16	
16080	D	60 Tasman Highway, Orford	Demolition of existing house and adhesion order	In progress	27/05/16	
16081	D	RA1830 Coles Bay Road, Coles Bay	Change of use to visitor accommodation	In progress	26/05/16	

SUBDIVISIONS					
SA No					
15007	RA12371 Tasman Highway, Rocky Hills	Subdivision into 3 lots & boundary adjustment	Approved		24/05/16
15018	11 Cathcart Street, Swansea	Subdivision into 2 lots	Approved		24/05/16
16002	1 & 3 Wedge Tail Circuit, Bicheno	Subdivision into 2 lots	Approved		19/05/16
16004	RA30 Bresnehans Road, Little Swanport	Subdivision into 2 lots	Approved		18/05/16

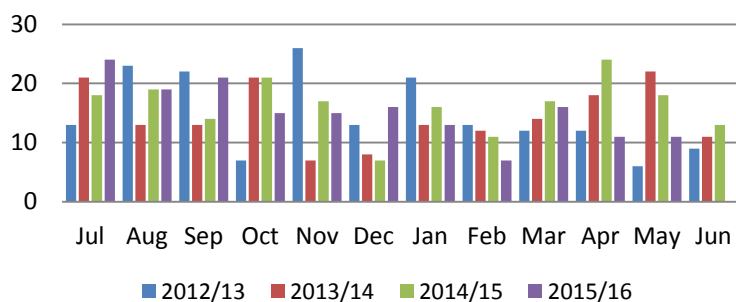
16005	RA54 Holkham Court, Orford	Subdivision into 22 lots	In progress	02/05/16	
16007	6-5 Gore Street, Orford	Boundary adjustment	In progress	11/05/16	
16008	1-8 Wedge Tail Circuit, Bicheno	Subdivision into 3 lots & boundary adjustment	In progress	12/05/16	
16009	3-7 Addison Street, Swansea	Subdivision into 2 lots	In progress	30/05/16	

BUILDING BA No					
16044	18606 Tasman Highway, Douglas River	Plumbing only	Approved		05/05/16
16047	Rheban Road, Spring Beach	Shed	Approved		04/05/16
16048	RA31 Swanwick Drive, Coles Bay	Garage with toilet	Approved		24/05/16
16049	Boyle Street, Triabunna	Garage	Approved		31/05/16
16050	15 Harold Street, Coles Bay	Garage	Approved		04/05/16
16051	10 Wedge Street, Swansea	Alterations & additions to outbuilding	Approved		04/05/16
16052	3 Vicary Street, Triabunna	Tourist information & amenities	Approved		04/05/16
16053	8 East Shelly Road, Orford	Shed	Approved	04/05/16	05/05/16
16054	38 Barton Avenue, Triabunna	Shed	In progress	17/05/16	
16055	2 James Street, Bicheno	Plumbing only	In progress	17/05/16	
16056	RA1071 Coles bay Road, Coles Bay	Dwelling	In progress	17/05/16	
16057	Burgess Street, Bicheno	Café & office	Approved	25/05/16	26/05/16
16058	14 Manning Drive, Orford	Alterations & additions	Approved	25/05/16	25/05/16
16059	70 Tasman Highway, Orford	Alterations & additions to dwelling	Approved	25/05/16	26/05/16
16060	RA109 Swanwick Drive, Coles Bay	New AWTS	In progress	25/05/16	
16061	39 Shaw Street, Swansea	Carport	In progress	26/05/16	
16062	RA5010 Tasman Highway, Buckland	Outbuilding	In progress	31/05/16	
16063	8 Murray Street, Swansea	Shed	In progress	31/05/16	

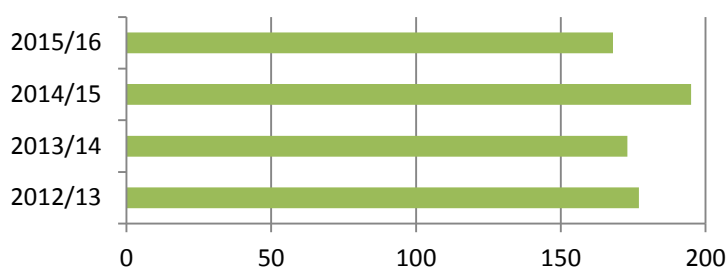
Profit & Loss				
Glamorgan Spring Bay Council				
REGULATORY SERVICES				
For the month ended 31st May 2016				
	YTD Actual	YTD Budget	Var AUD	Var %
Income				
CONTRIBUTIONS	\$23,612.99	\$39,750.00	-\$16,137.01	-40.6%
OTHER INCOME	\$578.40	\$1,100.00	-\$521.60	-47.4%
RATES AND CHARGES	\$420,542.20	\$420,005.00	\$537.20	0.1%
STATUTORY FEES AND FINES	\$299,258.13	\$265,075.00	\$34,183.13	12.9%
USER FEES	\$11,661.82	\$14,325.00	-\$2,663.18	-18.6%
Total Income	\$755,653.54	\$740,255.00	\$15,398.54	2.1%
Gross Profit	\$755,653.54	\$740,255.00	\$15,398.54	2.0802%
Less Operating Expenses				
DEPRECIATION AND AMORTISATION	\$22,841.07	\$23,420.00	-\$578.93	-2.5%
EMPLOYEE BENEFITS	\$304,790.90	\$356,577.00	-\$51,786.10	-14.5%
MATERIALS AND SERVICES	\$411,828.07	\$329,256.00	\$82,572.07	25.1%
Total Operating Expenses	\$739,460.04	\$709,253.00	\$30,207.04	4.3%
Net Profit	\$16,193.50	\$31,002.00	-\$14,808.50	-47.7663%
(1) Difficult to budget. Based upon activity Eg. Subdivisions				
(2) Difficult to budget. Based upon activity refer (4) for extra costs				
(3) Based on dogs registered				
(4) Based on extra contractor services due to extra workload reflected in extra income and interim planning scheme				



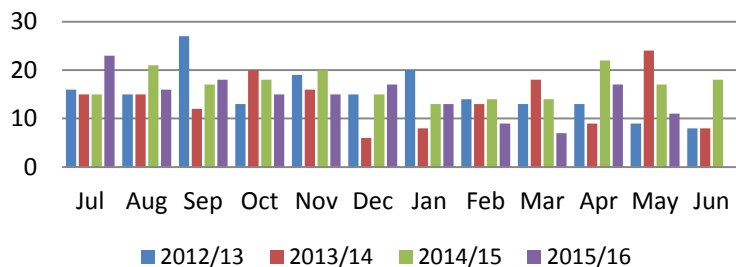
BA's Received



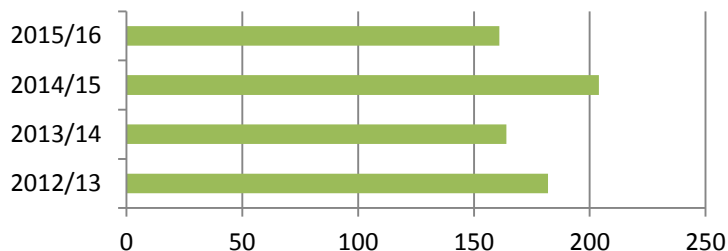
BA Received Financial Year Totals



BA's Approved



BA Approved Financial Year Totals



6.4 Manager Community Development & Administration, Mrs Lona Turvey

Community Development · Administration Services ·

Tidy Towns

The Tidy Towns reception to celebrate Triabunna being the Overall Winner of the 2016 Keep Australia Beautiful, Australian Tidy Towns Award was attended by more than 80 people at the Triabunna Community Hall on Thursday, 19th May, 2016.

The Hon. Tania Rattray, MLC, Mark Shelton, MP, Rebecca White, MP, Hannah Rubenach (representing Andrea Dawkins, MP), together with Keep Australia Beautiful State Chairman, Rob Simmons, State judge Lesley Gardner and Chief Executive Officer, Geoff Marsh attended the event. Acting Mayor, Cr. Cheryl Arnol and Crs. Steiner, Woods and Parker also attended.

Acting Mayor, Cr. Cheryl Arnol, welcomed everyone to the event and outlined some of the great projects and activities being undertaken in Triabunna by community organisations, individuals, businesses, and Council.

KAB Chief Executive Officer, Geoff Marsh, provided a presentation to explain what is involved in winning the Tidy Towns Award. Feedback from those attending indicated that the presentation had provided them with a much better understanding of the Tidy Towns Programme. Many people also indicated that they felt very proud of Triabunna's achievements and the national recognition. However, some were disappointed with the lack of media interest and reporting of this wonderful achievement.

Reclink Youth AFL Football League 2016

The second round of Reclink Youth AFL Football League 2016 will be played at Campania on Tuesday, 21st June, with the first game between Triabunna and Oatlands commencing at approximately 10.25 a.m. Participating schools include Tasman, Campania, Bothwell, Oatlands and Triabunna.

Dark Mofo 2016

The Triabunna Dark Mofo event planned for Triabunna on Sunday, 5th June was postponed due to the weather. However, it has been rescheduled for Friday, 24th June between 5.00 p.m. and 9.00 p.m.

The event will feature projections on approximately 20 buildings in Vicary and Charles Streets, Triabunna. Vicary and Charles Streets will be closed during the event to allow the public to safely wander around and enjoy the evening.

Students from the Triabunna District School have worked with staff and students from the Tasmanian College of the Arts, UTAS, to produce B-grade horror films of their Triabunna gardens.

Specialty Night Garden food stalls will be located at the Triabunna Marina and some local food outlets in the town will also be open.

Festival of Voices – Tasmania Sings

Earlier this year Council was approached by Joan Wright, the Producer of the Choral Programs for Festival of Voices, inviting our East Coast schools to participate for the first time in Tasmania Sings. This will be the fifth year this event has been held and has given school children from around Tasmania the remarkable opportunity to work with many esteemed conductors. This year renowned Richard Gill OAM will be the guest conductor.

Students from Swansea and Triabunna will form an East Coast Choir to join with eleven (11) other Tasmanian schools at the opening event to be held in the Federation Concert Hall on Thursday, 30th June. Council will assist the schools by sponsoring transport to the event. Her Excellency, the Governor of Tasmania, will be the official guest at the concert.

Festival of Voices – Tasmanian Bushland Gardens

The Festival that 'unplugs' from the capital and weaves its way through various locations, along the glorious east coast of Tasmania.

East Coast Unplugged is aimed at attracting visitor to our area and encouraging them to stay overnight, thus providing a boost to businesses during the off-peak season.

The premiere event will again be held at the **Tasmanian Bushland Garden** at Buckland on **Friday, 15th July from 6.00 p.m. – 8.30 p.m.** featuring **Shane Howard & Yirmal** and **Ange Boxall**.

Other events will be held in our municipal area throughout the weekend and a separate program of all east coast events will be available soon.

Farewell Reception for Pharmacist Ian Montgomerie

Council will be hosting a farewell reception for Spring Bay pharmacist, Ian Montgomerie, on Wednesday, 29th June between 4.00 p.m. – 6.00 p.m. to thank him for his service to the community for the past 27 years.

Pop-Up Book Stall (PUBS)

The small dedicated team who initiated the Pop-Up Book Stall (PUBS) has made another donation of \$775 for youth activities in Glamorgan Spring Bay. This makes a total of \$1,730 which PUBS has donated for youth activities. They had a very successful book sale over the recent long weekend when they raised \$2,200, making a total raised of \$7,517 since they commenced at the end of September, 2015.

Other beneficiaries of PUBS are the Spring Bay Suicide Prevention Network, Spring Bay Volunteer Ambulance and the Triabunna Volunteer Fire Brigade. PUBS also held a dedicated book sale for Cuppa for Cancer in March this year.

Every dollar raised goes to the above community groups and PUBS is to be commended on their hard work and support of our community.

COMMUNITY SMALL GRANTS PROGRAM

NAME	DONATED	COUNCIL MINUTE
Bicheno On-Line Centre	1,000	104/15
Orford & District Riding Club	1,000	105/15
Orford Odeon Inc.	495	106/15
Triabunna Volunteer Fire Brigade	1,000	107/15
Pademelon Park Wildlife Refuge	1,000	127/15
Spring Bay Museum	1,000	128/15
Ange Boxall	500	139/15
Freycinet Sports & Community Club Inc. Women's Committee	300	140/15
Marcia Harvey Wildlife Carer	500	141/15
PUBS (Spring Bay Pop Up Bookstall)	179	155/15
Stompin Youth Dance Company	1,000	156/15
Multisport Tasmania – Coles Bay Half Triathlon	1,000	164/15
Glamorgan Lions Club	700	165/15
Spring Bay Lions Club	500	166/15
Spring Bay RSL Sub-Branch Inc.	1,000	167/15
Spring Bay Studio & Gallery – Spring Bay Heritage Project	1,000	168/15
Swansea Primary School	520	169/15
Bicheno Petanque Club	1,000	13/16
Orford Cricket Club	1,000	14/16
Bicheno Community Health Group Inc.	1,000	48/16
Spring Bay Volunteer Ambulance Group	2,000	49/16
Freycinet Volunteer Marine Rescue	1,000	75/16
Swansea Primary School	1,000	76/16
Total	19,694	



Profit & Loss					
Glamorgan Spring Bay Council					
COMMUNITY DEVELOPMENT AND ADMINISTRATION					
For the month ended 31st May 2016					
	YTD Actual	YTD Budget	Var AUD	Var %	
Income					
GRANTS	\$19,688.02	\$3,600.00	\$16,088.02	446.9%	(1)
OTHER INCOME	\$19,145.47	\$14,100.00	\$5,045.47	35.8%	(2)
RATES AND CHARGES	\$609,500.00	\$609,700.00	-\$200.00	0.0%	
Total Income	\$648,333.49	\$627,400.00	\$20,933.49	3.3%	
Gross Profit	\$648,333.49	\$627,400.00	\$20,933.49	3.3365%	
Less Operating Expenses					
DEPRECIATION AND AMORTISATION	\$19,571.89	\$19,250.00	\$321.89	1.7%	
EMPLOYEE BENEFITS	\$415,177.55	\$441,629.00	-\$26,451.45	-6.0%	
MATERIALS AND SERVICES	\$116,399.36	\$118,895.00	-\$2,495.64	-2.1%	
Total Operating Expenses	\$551,148.80	\$579,774.00	-\$28,625.20	-4.9%	
Operating Profit	\$97,184.69	\$47,626.00	\$49,558.69	104.0581%	
(1) Additional NBN grant received not expected					
(2) Extra Sponsorship money not expected					

6.5 Manager Buildings & Marine Infrastructure, Mr Adrian O’Leary

Boat Ramps & Jetties · Triabunna Marina · Council Buildings · Planning, Building & Technical Compliance when required ·

Public Amenities and Buildings:

- General building maintenance to all buildings is carried out when required.
- **Buckland Hall**
New galvanised steel external stairs with aluminum treads and landing has been installed at the rear of the Buckland Hall. These stairs are an emergency exit as well as the access to the male toilet facility. Due to the heavy rains the installation of the concrete path from the stairs to the male toilet block has been delayed.
- **Coles Bay Community Hall**
Materials have been ordered for the storage room extension to the Coles Bay Community Hall. Work on clearing the site has commenced and the concrete slab will be installed shortly. Design plans for a new annex extension to the Coles Bay community hall are being formalised. This extension when completed will replace the existing doctors’ room and provide an internal disabled accessible toilet. A new library and kitchen will also factor into the new design.
- **Bicheno Recreation Ground**
The new perimeter fence at the Bicheno recreation ground is complete. This fence has been constructed using treated pine because of the close proximity to the salt air.
- **Swansea Emergency Services Building**
Work is nearing completion on the new Swansea Emergency Services Building. The main building construction is complete. The interior fit out is finished, with just some security installations to be done. The new facility has a training room, an emergency command room, toilet, shower and disabled accessible facilities and a small kitchen. The hard stand at the front of the building has a wash down area with an approved grease separator installed.
- **Triabunna Gatehouse**
Council now has Planning and Building permission to build the Gatehouse at the entrance to Triabunna adjacent to the Triabunna Community Hall. This new building will have a large glass front display area, toilet facilities including disabled accessible facilities, a satellite visitor information hub and an undercover sitting area. The stylish design of the building should encourage visitors to turn off the highway into Triabunna.
- **Orford Cricket Ground**
Work is well under way on the construction of a new toilet block at the Orford recreation ground. The new building will include male, female and a disabled accessible toilet, shower and dressing room facilities.



Image: Bicheno recreation ground fence

Council Buildings			
Category	No.	Sub-Category	No.
Community Facility	27	Halls	9
		Community Services	18
Municipal Facility	16	Council Depot structures	13
		Administrative Office structures	3
Recreation Facility	11	Change Rooms	2
		Club Rooms	3
		Pavilion	1
		Playing Surface (Tennis)	1
		Structure	4
Public Toilets	17	Toilets	17
Shelters & Monuments	13	Monuments	1
		Public Shelters	12
Waste Management Facility	4	Buildings & Sheds	4
Total Buildings Listed	88		88

MARINE INFRASTRUCTURE:

Boat Ramps and Jetties:

- General maintenance is carried out on Council owned boat ramps and jetties.
- Wild Fisheries Management Branch from the Department Primary Industries, Parks, Water and Environment has supplied Council with new fish species signs. Council has installed these signs at various boat ramps. One is yet to be installed at the Triabunna boat ramp.
- **Swansea Elevated Boat Ramp**
MAST has applied to the Federal Government for the additional funds required to build the new elevated boat ramp at Swansea. This new boat ramp will provide recreational boaters with an all tide launching and retrieval facility. The elevated two lane road access to the launching facility will run alongside the existing pier to deeper water.

Triabunna Wharf and Marina:

- Ongoing general maintenance and inspections are carried out as required.
- Engineering design has been finalised for the Triabunna Wharf extension between the existing wharf and the new commercial berths (stage 2). Excavation works for this project has been completed. Council is waiting on quotes from contractors for the various sections of this construction as per the engineering plans.
Burbury Consulting is currently negotiating with various fuel companies for the supply of diesel along with equipment required to incorporate into the wharf extension.
- Excavating works will commence shortly on Stages 3 and 4 of the Triabunna Marina expansion. These stages will provide an additional 35 berths to the marina when completed as well as an additional 11 berths for small vessel casual berthing.

Prosser River:

- **Prosser River Stabilisation Project**
Work to stabilize the mouth of the Prosser River is on hold. An appeal has been lodged against the approved planning permission.

Council Marine Infrastructure	
Public Boat Ramps throughout Municipality	14
Fishing Boats paying yearly fee at the Triabunna Wharf	6
Marina Berths occupied by Commercial Fishing Boats (Triabunna)	20
Marina Berths occupied by Recreational Boats (Triabunna)	32
Marina Berths occupied by Ferries or Tour Boat operators	3
Waiting list for Commercial Fishing Boat Berths (Triabunna)	1
Waiting list for Recreational Boat Berths (Triabunna)	28



Glamorgan Spring Bay Council				
BUILDINGS AND MARINE INFRASTRUCTURE				
For the month ended 31st May 2016				
	YTD Actual	YTD Budget	Var AUD	Var %
Income				
GRANTS	\$20,000.00	\$0.00	\$20,000.00	(1)
NET GAIN/(LOSS) ON ASSETS	\$1,780.05	\$0.00	\$1,780.05	
OTHER INCOME	\$11,775.17	\$2,450.00	\$9,325.17	380.6%
RATES AND CHARGES	\$413,000.00	\$413,000.00	\$0.00	0.0%
STATUTORY FEES AND FINES	\$90.00	\$0.00	\$90.00	
USER FEES	\$182,578.61	\$238,670.00	-\$56,091.39	-23.5%
Total Income	\$629,223.83	\$654,120.00	-\$24,896.17	-3.8%
Gross Profit	\$629,223.83	\$654,120.00	-\$24,896.17	-3.8061%
Less Operating Expenses				
DEPRECIATION AND AMORTISATION	\$187,138.38	\$202,125.00	-\$14,986.62	-7.4%
EMPLOYEE BENEFITS	\$120,684.53	\$144,321.00	-\$23,636.47	-16.4%
FINANCE COSTS	\$72,412.10	\$77,207.00	-\$4,794.90	-6.2%
MATERIALS AND SERVICES	\$201,249.76	\$184,220.00	\$17,029.76	9.2%
Total Operating Expenses	\$581,484.77	\$607,873.00	-\$26,388.23	-4.3%
Net Profit	\$47,739.06	\$46,247.00	\$1,492.06	3.2263%
(1) Unbudgeted grant income				
(2) Reimbursements for works carried out				
(3) Future years marina payments journaled in June				
(4) Some capital in expenses				
(5) Under budget reflected in over budget materials and services				

6.6 Manager Natural Resource Management, Ms Melanie Kelly

Natural Resource Management: Sustainability: Catchments To Coast: Policy and Partnerships

Programs and Projects

Continue to support integrated catchment management through the Catchments to Coast (C2C) program and the implementation of catchment management plans.

The Orford Community Group's EOI for NRM South's 'Waterways and Coasts' grant programme was successful. This will fund the development of shorebird interpretation signs for the Prosser River Bird Sanctuary and fencing to manage access. The funding agreement has been signed. Council is the sponsoring organisation for this project which will commence in 16/17.

15/16 NRM South funded projects are nearly complete.

A review of all Serrated Tussock sites across the municipality has been completed.

Four farmers participated in the sandy soil amelioration trial. Only 3 out of the 4 farmers have participated as one fell ill. The other 3 direct drilled their pasture with a drought resistant seed (seradella) this was sown with other grasses and so far is looking good. The weather certainly helped with quite a bit of rain. Results won't be realised until this coming spring.

Moulting Lagoon 15/16 project: on ground works are complete. On the western shore of the Lagoon primary control of approx. 4 hectares of gorse was undertaken. On the eastern shore of the Lagoon follow up control of gorse and African boxthorn was undertaken over 25 hectares.

The Meredith River shorebird interpretation sign has been finalised. This will be installed in July on Crown Land on the northern side of the Meredith River mouth.

Funding from NRM South enabled us to develop two new threatened species postcards: South Esk Pine (*Callitris oblonga*) and Saltmarsh (a threatened ecological community). We have taken delivery of 2000 copies of each postcard. These two new communications products will be used to engage the community at public events, and also to connect with private landholders whose properties contain either South Esk Pine or Saltmarsh.

Currently finalising end of financial year project reporting to NRM South. This will be submitted (along with maps and photographs etc.) to NRM South by June 30th.

Bushwatch:

A report into Illegal Rubbish Dumping based on recently released research by the NSW EPA was prepared and will be presented at the next GSBC NRM Committee.

The illegal firewood collection and rubbish dumping on Crown Land in Buckland is being followed up.

Continue to implement the GSB Weed Management Plan.

Response to requests for advice and support around weed issues is ongoing.

Weed Notifications continue to be issued as required. 20 Requirement Notices have been issued to date. There will be a focus on following up in July / August.

Continue to be involved in and seek funding/resources from regional, state and national NRM programs.

The Federal Whale Trail grant project is nearing completion. Whale Trail signage will be installed at the following locations: Bicheno breakwater, Bicheno blowhole, Freycinet National Park, Spiky Beach, Saltworks and at the Orford cliff top walking track.

The Invasive Species and Biosecurity forum funded by NRM South in partnership with the Orford Community Group was held on Saturday 18th June at the Orford Community Hall from 10:30am – 12:30pm. This will be reported on in the July report to Council.

Ensure that Council continues to meet relevant NRM legislative obligations and communicates this to the community via newsletters and other forums.
Ongoing.

A presentation at a Council Workshop on the submission to the Tasmania Planning Commission on behalf of Council regarding the Natural Assets Code was held. Council will decide whether to include this submission with that already sent at this meeting (report including in this June agenda).

Continue to support the GSB NRM Committee as a key link between Council and the community on NRM issues, as well as supporting other community groups.
GSB NRM Committee meeting No. 50 was held at the Orford Hall on 11th May 2016 draft minutes from the meeting are attached to this month's agenda.

GSB NRM Committee meeting No. 51 will be held on 10th August from 10:30am at the Swansea Town Hall.

The GSB NRM team continues to provide support to other community groups including the Bicheno Earth and Ocean Network, the Friends of Rocky Hills, the Dolphin Sands Ratepayers Association, the Swanwick Association and the Orford Community Group as well as individual volunteers.

Two staff members attended the PWS and Friends of Rocky Hills re-vegetation working bee on Sunday 29th May at Little Christmas Island. Over 200 plants were planted. In previous years, staff have assisted in weed control working bees on Little Christmas Island.

Continue to work and develop partnerships with Parks and Wildlife Service, Crown Land Services, TasWater, DPIPW, Department of State Growth, service providers, contractors and other agencies with regards to NRM values on public land.

Crown Land Services

Work on controlling the boneseed in the Crown Land Reserve behind the township of Bicheno has finished for this financial year. 11 hectares of follow up control has been completed. Like any weed, follow up control and monitoring is important so that prior investment and work done in the past is not "un-done". Boneseed is a Zone A weed in Glamorgan Spring Bay, which means the principal management objective is eradication under the *Tasmanian Weed Management Act 1999*. The control of the boneseed has allowed the native vegetation to begin to regenerate.

Weed Control work has also commenced in Buckland within the Crown Land riparian reserve on behalf of Crown Land Services. That work will be completed this financial year.

As reported last month, Dr Dejan Stojanovic from the Australian National University joined us for a field trip to his Swift Parrot monitoring site at a Crown Land Reserve west of Buckland. Ongoing illegal fire wood harvesting in this Reserve is threatening the Swift Parrot habitat. The Swift Parrot is a *critically endangered* species.

Crown Land Services, Tasmania Police, the Forest Practices Authority and PWS are now working together to investigate what action can be taken to stop the illegal fire wood harvesting in this Reserve west of Buckland. We will continue to support the above mentioned agencies as required/where possible.

Continue to participate in a range of climate change mitigation and adaptation initiatives, including the implementation of the Climate Change Cooperate Adaptation Plan (CCCAP).

Communities and Coastal Hazards Project

The final report for this project has been received and is currently being reviewed. A final presentation to Council is scheduled for a workshop on 12th July.

Continue support for annual community events such as National Tree Day, Clean Up Australia Day, as well as other markets, festivals and school activities.
No events this month.

Ensure that development assessments strive to meet Triple Bottom Line Principles.
Ongoing

Continue participation and development of sustainability initiatives, particularly energy use management both for Council and the community.
Discussions with hall committees underway regarding energy use initiatives to be budgeted for in the new financial year in collaboration with the Manager of Buildings and Marine Infrastructure.

Develop systems and capacity to protect and enhance Aboriginal Heritage values whilst building relationships with the community.
Ongoing

Continue to work with Council's Works Department, community and other relevant agencies in the strategic management of Council owned, leased and licensed public reserves, with a particular focus on the protection of natural assets through the development and implementation of vegetation management plans for reserves in each town.
Ongoing

Initiate and / or continue support for sustainability initiatives such as energy management, sustainable waste management, community gardens, and Tidy Towns.
Planning for the state Tidy Town awards to be held in August 2016 is underway. The awards will be held at the Eastcoaster Resort in Orford and invited delegates and award recipients from around the state will be attending.

Programs and projects 2015/16

Development and implementation of action plans, strategies and policies in consultation with relevant sections of Council and other key stakeholders. In particular the Native Flora and Fauna Management Plans, Weed Management Plan and Catchment Management Plans.
Ongoing

Continue to initiate, encourage and participate in skills development and training opportunities, and make these available to community whenever possible.
Ongoing.

Four staff members continue their Certificate III in Horticulture studies.

Develop an Illegal Vegetation Damage Policy for Council managed public land.
To be commenced this year.

Profit & Loss					
Glamorgan Spring Bay Council					
NRM					
For the month ended 31st May 2016					
	YTD Actual	YTD Budget	Var AUD	Var %	
Income					
GRANTS	\$103,326.60	\$54,750.00	\$48,576.60	88.7%	(1)
OTHER INCOME	\$4,545.45	\$6,400.00	-\$1,854.55	-29.0%	
RATES AND CHARGES	\$223,282.00	\$223,282.00	\$0.00	0.0%	
USER FEES	\$6,585.35	\$11,000.00	-\$4,414.65	-40.1%	
Total Income	\$337,739.40	\$295,432.00	\$42,307.40	14.3%	
Gross Profit	\$337,739.40	\$295,432.00	\$42,307.40	14.3205%	
Less Operating Expenses					
DEPRECIATION AND AMORTISATION	\$15,466.09	\$15,620.00	-\$153.91	-1.0%	
EMPLOYEE BENEFITS	\$245,221.29	\$232,220.00	\$13,001.29	5.6%	(2)
MATERIALS AND SERVICES	\$35,066.10	\$36,300.00	-\$1,233.90	-3.4%	
PLANT HIRE INTERNAL - DEPARTMENTAL EXPENSE	\$5,860.00	\$5,900.00	-\$40.00	-0.7%	
Total Operating Expenses	\$301,613.48	\$290,040.00	\$11,573.48	4.0%	
Operating Profit	\$36,125.92	\$5,392.00	\$30,733.92	569.9911%	
(1) Extra Grants received above budget					
(2) Related to extra grant funding					

Recommendation:

That the Management Reports be received and noted.

7. Minutes of Section 24 Committees

COMMENTS:

Minutes of any Section 24 Committee Meetings, which have been submitted will be discussed at this time.

- 7.1 Marine Infrastructure Committee, May 2016 (Draft).
- 7.2 NRM Committee Minutes, May 2016 (Draft).
- 7.3 RPHS Advisory Committee Minutes, June 2016 (Draft).
- 7.4 Tasmanian Seafarers' Memorial Committee, April 2016 (Draft).

David Metcalf
General Manager

Recommendation:

That the minutes of the Section 24 Committees be received and noted.

7.1 Marine Infrastructure Committee, May 2016 (Draft)

Minutes

MARINE INFRASTRUCTURE COMMITTEE

Venue: Triabunna Council Chambers
Monday 16th May 2016

1. Present & Apologies

Present: J Hall (Chair), Clr J Woods, Clr B Cadart, M Fergusson,
G Elphinstone M Fama, D Wisby.

Apologies: C Barney, H Harris, P Warner, Constable C Chivers, J Spencer.

In attendance: S Berry (Harbour Master), A O'Leary (Mgr Building & Marine Services) & J Dabrowski (Minutes Secretary).

Absent: B Adkins & N Cruse.

Members of the Public: Nil.

Meeting Opened: 12:31pm

The Chair welcomed Clr B Cadart to the meeting as the newly appointed Council representative.

2. Confirmation of minutes 15 February, 2016.

Moved: Clr J Woods **Seconded:** M Fergusson that the minutes of the previous meeting be confirmed as a true and correct record.
Carried (6 votes to 0)

3. Business arising from last meeting

- i. Trial Parking limit signage
A O'Leary advised that the feedback he had received regarding the temporary signage at the Triabunna Marina, is that during the busy periods, the signage didn't help, day trippers to Maria Island ignored the Parking Limit signage.
He suggested strict signage which can be enforced by the Police needs to be installed once the car park is finished.

J Hall advised the Committee a meeting was held with Mr T Pollard, regarding car parking at the Triabunna Marina. Some of the bollards at the old trailer parking area have since been removed, this has helped slightly.

A discussion was held.

MOTION

That the Marine Infrastructure Committee request Council to set up a Working Group to investigate Parking issues at the Triabunna Port Precinct.

Moved: M Fama, **Seconded:** D Wisby.

The motion was put and carried unanimously (6 Votes to 0).

4. Other Business

(a) Election of Chairperson

Clr J Woods Chaired the meeting for this Item.

That Mr John Hall is appointed as Chairperson of the Marine Infrastructure Committee.

Nominated by: G Elphinstone, **Seconded:** M Fergusson

Mr John Hall was elected as Chairperson of the Marine Infrastructure Committee.

Carried 5 votes to 0

(b) Report from Council – Flood Damage to Marine Infrastructure

- i. A O'Leary submitted a Site Condition Inspection Report to the Committee from Burbury Consulting Pty Ltd, which had been carried out 2 February, 2016 detailing the flood damage which occurred in the Triabunna Marina on 29 January 2016. The works required as outlined in this report have been carried out. Additionally the debris which came from up river has also been removed.

M Fama queried if the marker had been repositioned?

A O'Leary advised yes it has been reinstated. There was a discussion held regarding navigation in the port.

J Hall has spoken with Mr P Hopkins from MAST regarding the proposed MAST "Mud Map" for the Triabunna Port. Mr P Hopkins is yet to action this.

The Committee requests Council write to MAST asking for the Floating Marker to be repatriated at Parkers Jetty and to remind MAST regarding their proposal of a "Mud Map" of the Triabunna Port.

A O'Leary advised that divers have located a large rock at the Triabunna Wharf which obstructs boats occasionally at low tide.

Council will use an excavator in conjunction with the "Kalandra" barge in due course to clear all the obstacles adjacent to the Triabunna Wharf.

M Fama asked A O'Leary for an update on the Prosser River dredging?

A O'Leary advised, this application is still on hold pending an Appeal.

(c) Update from Clr Woods - Triabunna Marina & Fisherman's Wharf Draft Policy

Clr J Woods asked the Committee at the last meeting for feedback regarding the Draft Policy.

A discussion was held.

It was noted that Page 3 referred to a 4 Knot speed limit; however this contradicts the current 5 Knott speed limit of the harbour.

It was also requested that "No Wake" should be included in the Draft Policy and on signage for the harbour.

All feedback is to be emailed to Clr J Woods for changes to be made to the Draft Policy.

Clr J Woods to email a copy of the draft Policy to the Committee.

(d) Harbour Navigation

- i. This was already discussed under Item (b) of the minutes.

(e) Update from A O'Leary.

A O'Leary presented his report to the committee (copy attached).

- i. Triabunna Wharf and Marina

A O'Leary handed out to the Committee information on the preliminary schedule for Stages 2B, 3 & 4 of the Triabunna Marina Development, together with a visual plan on how the completed redevelopment will look.

Stage 2B has commenced with stages 3 & 4 of the project set to commence shortly.

A map was handed out to the Committee showing the layout stages 3 & 4.

A O'Leary advised the Committee that Council currently have 1 Commercial boat and 29 pleasure boats on the Marina berth waiting list.

Other items were discussed as per A O'Leary's report.

5. Round Table Discussion/Any Other Business

a) S Berry

Fees & Charges signage on the Triabunna Wharf needs to be installed.

A O'Leary to Liaise with S Berry to find a suitable location for the signage.

J Hall suggested a core flute sign be installed as a temporary signage solution.

b) D Wisby

In regards to signage at the Triabunna Marina, the visual amenity of the area needs to be taken in to consideration; we don't want it cluttered with signage.

J Hall suggested a direct link on Council's website to the Triabunna wharf Fees & Charges?

A O'Leary to follow up.

c) M Fama

Will the Marine Infrastructure Fees & Charges be increased this year?

A O'Leary advised that as CPI is minimal and the disruptions at the wharf which have occurred in the previous 12 months, he had requested that the Fees & Charges remain the same for the upcoming financial year. He has however requested that 3 phase power pricing be reduced.

D Wisby asked if the proposed small berths adjacent to the boat ramp would attract a different fee?

A O'Leary responded not at this stage, but when the time came he will discuss a fee with the Committee regarding casual or permanent charges for these particular berths.

D Wisby left the meeting 2:20pm

d) M Fergusson

Regarding small diesel spills which occur quiet regularly in the Triabunna Marina, is there a possibility of having a detergent spray backpack for example to dilute these smaller spills without the need to inconvenience Tas Fire?

A O'Leary advised this is an issue that would need to be discussed with Tas Fire Service or the Environmental Protection Authority.

It was agreed that M Fergusson will make some enquiries and report back to the Committee with his findings.

e) J Woods

Draft Fees & Charges have already been given to Councilors for consideration. Should the Committee require any changes; a recommendation from this meeting will need to go to Council's General Manager.

Recommendation to Council

That this Committee hereby makes a recommendation to reduce the 3 phase power fee from \$30.00 per day, to \$20.00 per day in the 2016/2017 budget and all other fees & charges are to remain the same for 2016/2017.

J Hall to write to Mr D Metcalf, General Manager advising him of the recommendation from these Minutes.

- f) J Hall
Asked for the Committee's contact list be updated.
J Dabrowski to action.

5. Next meeting

Monday 15 August, 2016 at 12:30pm, Triabunna Council Chambers.

Meeting Closed: 2:50pm

7.2 NRM Committee, May 2016 (Draft)



GSBC NRM Special Committee Meeting # 50 Minutes

Orford Community Hall, 33 Charles St, Orford.
Wednesday 11th May 2016, 10:30am.

1.0 PRESENT

Present: David Tucker (Chair), Mel Kelly (GSBC Manager Natural Resources), Terry Higgs (Catchments to Coast Coordinator), Rosie Jackson (GSBC NRM Administration), Kate Hibbert (Dept. of Defence), Councillor Bertrand Cadart, Judy Broadstock (Bicheno Earth and Ocean Network), Jane Wing (Orford Community Group), Kath Hitchcock (PWS Triabunna Field Centre), Diana Nunn (Coles Bay), Gary Stoward (Dolphin Sands Ratepayers Assoc.), Rosemary Jarvis (Bicheno), Derek Madsen (*Banwell* Little Swanport).

Guests: Angela Turvey (GSBC Executive Officer), Lachie Clarke (Forestry Tasmania), Acting Mayor/Deputy Mayor Cheryl Arnol, Janice McConnon (farmer at Levendale), Barbara Dawe (Triabunna).

2.0 APOLOGIES

Nicky Meeson (GSBC Biodiversity Officer), Senior Constable Leighton Riggall (Tasmania Police), Steve Everts (PWS Freycinet), Ben Flear (Devil's Corner Vineyard), Alan Morgan (Coles Bay), Lyndel Wilson (NRM South), Cynthia Maxwell-Smith (Sustainability Officer), Cassie Melrose (MelShell Oysters).

3.0 GSBC EXECUTIVE OFFICER: NEW GUIDELINES FOR SECTION 24 SPECIAL COMMITTEES OF COUNCIL

Prior to our last meeting in November, all Committee members received a copy of the *New Guidelines for Section 24 Special Committees of Council* and the associated *Confidentiality Agreement*. Both these documents are also available on Council's website. At our November meeting the Committee decided to request that a representative from Council attend a Committee meeting to discuss the new guidelines.

The Chair welcomed Angela Turvey, GSBC Executive Officer.

Angela provided background information as to why the guidelines were developed. They are not a policy, they are guidelines to guide and assist each Special Committee of Council. The most recent WH&S legislation states that volunteers need to be treated as workers for WH&S reasons. Volunteers have rights and responsibilities, just like paid workers. One of the reasons that the guidelines were developed was to ensure that Council is compliant with the most recent legislation.

Volunteers have responsibilities in regards to confidentiality. Council staff supporting the Committee will generally advise if a document or information is confidential. If Committee members are unsure if a matter is confidential or not, please ask Council staff or the Committee's Councillor representative.

Bertrand thanked all the Committee volunteers, and expressed gratitude on behalf of Council. The Guidelines for Section 24 Committees provide a standardised framework, as Committee members come and go, and Committees change etc. However, Council has to try not to be overbearing on volunteers whilst meeting other obligations. A balance needs to be found.

Mel noted that as someone who has been involved as a staff member in supporting a Special Committee (including the setting up of the NRMC) for over 10 years, she believes the guidelines will be beneficial for us and help us operate better. This is the first version of the guidelines and they will be reviewed this year.

David expressed his concern about the conflict of interest clause in the Guidelines.

Janice noted that she is a member of the Sorell Community Bank Board. They welcome conflicts of interest because it means people are involved, passionate and often can provide valuable insights into related issues. They note potential conflicts of interest at the start of each meeting. If members have a conflict of interest in regards to an agenda item, they can be involved in discussions but can't vote.

Angela noted that the Integrity Commission held a workshop with Councillors recently, and the issue of 'conflicts of interest' was discussed. It is not a black and white issue. It is up to individuals to be responsible and declare a conflict of interest. The Integrity Commission advised that there are 3 questions which individuals need to ask themselves if they think they have a conflict of interest: 1) Is it legal? 2) Is it right (ethical)? 3) If it got into the news, how would it look?

Mel and Rosie commenced the process of updating our Terms of Reference (TOR) in light of the new Guidelines. Thanks to the Orford Community Hall Committee for sharing their new draft TOR with us to assist with this process. Mel spoke to the proposed changes to our TOR in context of the Guidelines. This will be circulated to the Committee via email for feedback.

Rosie to circulate the proposed new draft TOR to Committee members for feedback.

The Chair thanked Angela for attending the meeting to discuss the *New Guidelines for Section 24 Special Committees of Council* and the associated *Confidentiality Agreement*.

4.0 CONFIRMATION OF PREVIOUS MINUTES

Confirmation of previous minutes from GSB NRM Committee meeting no. 49.

Moved: Judy Broadstock. *Seconded:* Gary Stoward. *Carried unanimously.*

5.0 MATTERS ARISING FROM THE MINUTES OF LAST MEETING

1. Report back to the Committee at the next meeting regarding the requirements for water for residential firefighting capacity and existing requirements regarding water tanks. Who: Mel.

The amount of water required for firefighting is determined by a Certified Bushfire Practitioner when they develop a Bushfire Hazard Management Plan which is required when a development is undertaken in a bushfire prone area. There are many variables that would be considered so there is no standard requirement as each development and location is different.

The requirements for water tanks are detailed in the Water Tank Policy which can be found on the Council website under Council Policies (under the Documents tab)
<http://www.gsbc.tas.gov.au/webdata/resources/files/1.2%20Domestic%20Water%20Tanks.pdf>

2. Compile an article on appropriate use of PWS Conservation Areas. Who: Rosie and Kath with input from Leighton and PWS Freycinet.

To be done, led by PWS with input from Council if required.

3. Ask PWS Discovery Ranger program coordinator about the possibility of including information about the appropriate use of PWS Conservation Areas when talking to visitors on the Spirit of Tasmania. Who: Kath.

Done. Thanks Kath.

4. Request a representative from Council attend the next Committee meeting to address concerns about elements of the New Guidelines for Section 24 Special Committees of Council. Who: David.

Complete.

5. Circulate letter from TasWater electronically about Swansea dam. Who: Rosie.

Complete.

6. Follow up with TasWater regarding a community update about the Swansea dam and water supply. Who: David.

There have been numerous emails and letters to and from TasWater regarding this issue since our last meeting. David recently wrote a Letter to the Editor of the Great Oyster Bay Community News regarding the Swansea dam and water supply. David read out the response to his letter from the CEO of TasWater.

Bertrand noted that to his knowledge, TasWater have not provided any further information to Council about the Swansea dam since the letter of response from the CEO.

All present agreed that the Committee write to TasWater again and ask for an update for our next meeting.

7. Present to the Committee at the next meeting regarding illegal rubbish dumping research and reports published by the EPA in NSW. Who: Cynthia.
Cynthia is unwell and is an apology for today's meeting.
8. Send serrated tussock (ST) data to the NVA, and provide the data to Tasmanian Irrigation. Who: Mel responded in Nicky's absence. Any past ST data that we have collected as participants in NRM South / DPIPWE / STCA projects was provided to the project managers who were responsible for ensuring that the data went on the NVA. We are in the process of uploading additional weed data to the NVA (for all weeds) using the Fulcrum app that we have been modifying worksheets for this purpose in collaboration with Insight GIS.
9. Follow up slashing contractors about machinery hygiene, use of wash down points and notifying us prior to their arrival. Who: Mel.
Mel noted that this is an ongoing conversation (sometimes it's working and sometimes it isn't working) and suggested that we invite the northern and southern Stornoway supervisors to a future meeting. All present agreed.
10. Write a letter to the Northern and Southern DSG roadside managers asking if they have information on the impacts that slashing has on native vegetation and if they can alter the timing and technique. Who: Terry and David.
As above, and this includes addressing Alan Morgan's question that he put to us in an email. Mel noted that she has had discussions with Andy North from North Barker Ecosystem Services (who have long had involvement in the management of roadside vegetation) about this. It reinforced her understanding that given there are still many plants flowering on the roadside (in particular Coles Bay Road) means that the irregular timing of the slashing is possibly quite beneficial in promoting biodiversity. There are so many variables around the roadside slashing program (eg. availability of machinery / weather / other contracts / fire management considerations) as well as the (often) unfathomable requirements of different species (ie. what suits an orchid that only appears every 10 years when the conditions are right verses a beautiful yet common flowering annual) that to develop something that suits all is probably not possible even if the resources were available. It is however a discussion that could be had with the roadside managers at a future meeting – perhaps also with botanists such as Andy North and Nicky Meeson present.
11. Provide information at the next meeting regarding Coles Bay slipway issue. Who: Mel.
Council's Plumbing Inspector has inspected the site and in his opinion the grate needs to be relocated. The Manager Regulatory Services will contact the owner and advise as such.
12. Follow up with the Works Manager about when the GPT in Bicheno was last emptied. Who: Cynthia.
Cynthia is unwell and is an apology for today's meeting.
Discussion was held around the challenges of emptying the GPT given issues in respect to WH&S (working in confined space) and the sludge that needs to be removed.

Bertrand noted that as the GPT was installed as a part of the 'No Butts in Bicheno' project perhaps it is no longer warranted given the ongoing reductions in smoking. Mel and Cynthia will continue discussions to work out a way forward with the Works Manager and report back at the next meeting.

13. Investigate possibility of replacing GPT interpretation sign in Bicheno. Who: Rosie and Mel.

The current sign on site has faded significantly. However, we will need to wait to hear the outcome of Cynthia's discussion with the Works Manager about the GPT before deciding whether or not to replace the interpretation sign. It was resolved that in the meanwhile it would be best to remove the sign.

14. Investigate options for coin operated waste disposal units. Who: Cynthia.

Cynthia is unwell and is an apology for today's meeting.

Other matters:

Gary noted that Bagot Point still needs to be delisted on the Wiki Camps website. There are likely to be other locations that need to be delisted but not sure how this happens?

Mel suggested that we invite James Gourlay (Crown Land Services) to our next meeting to discuss Bagot Point and Crown Land in general not just illegal camping.

6.0 CORRESPONDENCE

Incoming:

- Email from Tim Lyne (ECPA) to advise that he has retired from the position of Chair. The new Chair is Henry Dunbabin.
- Newsletter from TasWater: Swansea Dam Update – February 2016.
- Email from Alan Morgan containing questions and requests for updates on several matters. Mel provided an update about some of these matters as follows. The proposed Prosser River Stabilisation Project has gone to planning appeals and is going through mediation. In regards to the development on Picnic Island, the Regulatory Services and NRM Departments are currently looking into the issues arising. A site visit is required and likely to also involve Birdlife Tasmania. The Swanwick Coastal Reserve has been surveyed and it is hoped that there will be provision in the 16/17 budget to develop a Fire Management Plan for the Reserve.

Mel noted the recent success of the Coles Bay Fire Brigade fuel reduction burn at the Rita and Doris Reserve in Coles Bay in line with Council's Management Plan for this Reserve. This is a great step forward in building upon a positive relationship with our local volunteer fire brigades.

Janice noted that she had recently participated in the Red Hot Tips programme. Have the fire plans developed as part of this project been made available to Council?

Mel will follow this up with the project manager.

Kate noted that the Department of Defence are planning to conduct fuel reduction burns this season, in line with their long term fire management plan for the Buckland Military Training Area.

Outgoing:

- Email to Henry Dunbabin (new ECPPA Chair) inviting him to join the GSB NRM Committee.
- Letter to Larry Gibson who recently retired from the Committee, thanking him for his help and contribution over many years.

12:45pm Lunch

Our thanks to the Orford Primary School Association for the catering.

As this was our 50th meeting, a special cake was made to celebrate this milestone – thank you to Amanda Brooks for the cake.

Acting Mayor Cheryl Arnol joined the Committee at lunchtime to celebrate the milestone. Cheryl acknowledged the work of the Committee over the past 10 years and congratulated the Committee on behalf of Council.

1:20PM Meeting resumed.

Lachie Clarke from Forestry Tasmania joined the meeting.

7.0 BUSINESS ARISING FROM CORRESPONDENCE

Nil further.

8.0 OTHER BUSINESS/COMMITTEE ROUND TABLE

Judy: EON is arranging an environmental expo at the Bicheno Memorial Hall on the 11th, 12th and 13th November 2016. Friday 11th November will be a “Schools Day”. Saturday 12th and Sunday 13th will be community days – all welcome. So far IMAS and RedMap have committed. A vet will be attending to talk about feral cats and de-sexing. This is going to be a big event – not to be missed.

Janice: The Sorell Community Bank is assisting with the establishment of an Edmund Rice Camp at the old Levendale Primary School site. The purpose of the camp is to assist at risk youth in regional areas. So far schools/students from the Tasman, GSB, Southern Midlands and Central Highlands municipal areas are involved. Tasmania Police are also involved. The aim is to keep children engaged and involved in their learning. Any assistance/support from other community groups would be most appreciated. The NRM Committee may have skills to bring to the camp to undertake an activity with the students.

Jane: The Orford Community Group continues to hold concerns about unnecessary trimming and removal of native vegetation in Council Reserves by Council Works staff.

Kath noted that PWS have had issues with Council staff doing this in PWS Reserves also.

Mel noted that sometimes these activities are not in line with Council's Reserve Management Plans.

Jane: Community volunteers are removing weeds and planting native plants in some areas, whilst in other areas Council staff are removing the native plants but leaving the weeds.

David suggested it might be timely to have another training session on weed ID and native plant ID with the Works staff across the municipality.

Mel noted that the Works staff are great at managing Parks and Gardens, but not necessarily bushland areas of our reserves as they do not have the training in plant identification or knowledge about how best to manage native vegetation.

Resolution: Following additional recent instances of over-enthusiastic native vegetation clearing, the Committee would encourage Works Department staff to have relevant training, to enable them to manage Council Reserves according to Council's Reserve Management Plans. The Chair will draft a letter to Council, and circulate this to the Committee prior to sending.

Barbara: lives at Barton Ave, Triabunna. Flooding (including sediment and weeds such as Spanish heath) from Solis is damaging private property, the culverts in Baring Crt, and the road.

Resolution: The Chair will write to Council asking if anything can be done about this problem.

Rose: The Tangara Trail in the Clarence Municipality is a network of tracks from Cambridge and Five Mile Beach to South Arm. It comprises a main corridor intersected by many other tracks and offers over 80 connected kilometres of recreational trails through scenic coastal reserves and undulating semi-rural country. Would it be possible to establish something similar in GSB? The Chair suggested that this be put on the agenda for discussion at our next meeting.

Gary: more sand dune vegetation removal has occurred at 9 Mile Beach. Could CLS send another letter regarding this? Mel will follow with James Gourlay from CLS.

Bertrand departed at 2:05PM.

Mel: The draft preliminary local area report for Orford and Triabunna for the DPAC Coastal Hazards Project is now available on Council's website.

The Chair welcomed Dr Dejan Stojanovic to the meeting.

9.0 ELECTIONS FOR THE POSITIONS OF COMMITTEE CHAIR AND VICE CHAIR

David Tucker vacated the Chair, handed over to the NRM manager Mel Kelly to conduct the elections.

Mel called for nominations for the position of Vice Chair.

No nominations were forthcoming.

Mel called for nominations for the position of Chair.

Derek Madsen *Nominated* David Tucker for the position of Chair.

David Tucker declined the nomination and reminded the meeting that he intended to step down from the position last year. He indicated that it was important that these positions were changed to invigorate the function of the committee.

After a call for further nominations, no other nominations were forthcoming.

As there were no other nominations David Tucker then agreed to accept the nomination.

Moved:. David Tucker *Nominated by:* Derek Madsen *Seconded:* Gary Stoward.

David Tucker was re-elected unopposed for another year.

Nominations will be called for the position of Vice Chair via email prior to the next meeting in August.

The Committee thanked David and he resumed the chair to continue with the meeting.

10.0 SUSTAINABILITY REPORT

Cynthia is unwell and is an apology for today's meeting.

11.0 CATCHMENTS TO COAST REPORT

Due to running behind schedule, this report will be presented at our next meeting.

12.0 GSBC NRM DEPARTMENT REPORTS

Copies of the NRM Department reports to Council were circulated to Committee members prior to the meeting.

13.0 PRESENTATION FROM GSBC SUSTAINABILITY OFFICER: ILLEGAL RUBBISH DUMPING RESEARCH AND REPORTS PUBLISHED BY THE EPA IN NSW.

Cynthia is unwell and is an apology for today's meeting.

14.0 GUEST SPEAKER DR. DEJAN STOJANOVIC: AUSTRALIAN NATIONAL UNIVERSITY RESEARCH ON THE SWIFT PARROT

One member of the public and the grade 5/6 class from Orford Primary School joined us for the presentation from Dejan Stojanovic. Orford Primary School recently received a grant from NRM South, part of their project is to develop interpretation materials for the Swift Parrot habitat areas in the Reserves in Orford.

Dejan's presentation covered 5 things you need to know about Swift Parrots:

1. Rich patch exploiter
2. Cavity nester (tree hollows)
3. Variable nesting success
4. Critically endangered
5. Sensitive at fine scale.

Mel: the new statewide planning scheme is currently being progressed. There are lots of implications for natural resource management and therefore Mel and Nicky have been spending quite a lot of time developing a response to go to Council for their consideration for inclusion in our overall response. The natural assets code is a key element of the new planning scheme which will have significant implications and therefore this is an opportunity to get things right or not. Response to the draft is open for comment until 18th May 2016. For more information go to: <http://www.planning.tas.gov.au/>

Following the meeting, a field trip will be held at the Crown Land Reserve west of Buckland. The field trip will be with Dejan to look at key Swift Parrot nesting habitat and threats to this habitat from illegal wood hooking.

The Chair thanked Dejan for his presentation.

15.0 TREASURER'S REPORT

Mel spoke to the Treasurers report. All present received a copy.

Carry over from the 2014-15 budget is still to be finalised with the GM, the outcome of which will determine the Reserve. It was noted the steady increase in Private Works the majority of which relates to increased weed control on private land.

Meeting closed 3:10pm.

NEXT MEETING

Next Meeting: Wednesday 10th August 2016.

ACTION ITEMS

1. Circulate via email the proposed new draft TOR to Committee members for feedback. Who: Rosie.
2. Compile an article on appropriate use of PWS Conservation Areas. Who: Kath/PWS with support from Mel/Rosie as required.
3. Write to TasWater again and request an update about the Swansea dam and water supply for the next Committee meeting. Who: David.
4. Present to the Committee at the next meeting regarding illegal rubbish dumping research and reports published by the EPA in NSW. Who: Cynthia.
5. Invite the northern and southern Stornoway supervisors to attend a future Committee meeting to discuss hygiene, wash down and slashing. Who: Mel.
6. Follow up with the Works Manager about when the GPT in Bicheno was last emptied and investigate the possibility of replacing the interpretation sign. Who: Cynthia.
7. Remove the existing GPT interpretation sign until the above discussions have occurred and a decision has been made. Who: Terry to remove the sign.
8. Investigate options for coin operated waste disposal units. Who: Cynthia.
9. Invite a representative from CLS to attend a future Committee meeting to discuss Bagot Point and Crown Land in general. Who: Mel.
10. Follow up with the new Chair of the ECPA regarding the invitation to join the Committee. Who: Rosie.
11. Write a letter to Council regarding over-enthusiastic native vegetation clearing, and suggesting that Works Department staff have relevant training to enable them to manage our reserves in line with the GSBC Native Flora and Fauna Management Plans. Who: David.
12. Write a letter to Council asking if anything can be done about the cause of the flooding from Solis and the damage it causes. Who: David.
13. Following the removal of more sand dunes at 9 Mile Beach, ask CLS to follow up on this. Who: Mel.
14. Call for nominations for the position of Vice Chair via email prior to the next meeting. Who: Mel.

Signed by the Chair

Date:

7.3 RPHS Advisory Committee Minutes, June 2016 (Draft)

DRAFT

MINUTES OF THE MEETING OF THE RURAL PRIMARY HEALTH SERVICES ADVISORY COMMITTEE HELD AT THE SWANSEA TOWN HALL ON THURSDAY, 26TH May, 2016 COMMENCING AT 3.45 P.M.

Present

Puck Vaughan, Lona Turvey, Britt Steiner (Chairperson) Lyn Taylor (Minute Secretary) Victoria Headlam.

Apologies

Daph Richardson.

Confirmation of minutes

Moved that minutes of the previous meeting 25th February, 2016 be accepted.

1. Puck Vaughan, 2. Lona Turvey. Carried.

Business Arising

Britt - Lyn Taylor re confidentiality agreement. Discussed. Lyn - there is a need for total transparency, to communicate and liaise effectively with community, am happy to respect the confidentiality of any document labelled up as such, do have an understanding of the need to respect the confidentiality of any discussion which could impinge on an individual's privacy, Lona states it is council policy for all employees and volunteers to sign. Amended agreement signed, Britt will take to council.

General Business

Victoria welcomed to meeting.

Provided a program update, extension of the current program for 6 months to end of December, 2016. Tender process is to be open to other organisations, types of services, waiting on documentation to come out may be next week; drug and alcohol services, rural health, mental health and health promotion likely. Could be less direct provision of services in next round.

Meeting with Julie Orr (MSHC) next week, some liaison occurring with David Metcalf & Julie.

Elise Wells, now employed as youth worker, chaplain at Triabunna DH previously.

Jess Stein recently employed in administrative role, is keen to help with programs when appropriate.

Primary Health Tasmania - have a portal to check on program.

Foot care "Feet for you" in lieu of John Hargreaves Morris at Triabunna, to cover his absence, non high risk clients, service from registered nurses. Discussed, Lona - a Glenda McIntyre provides foot care, is based at Dunalley, has fees.

Social Work, both Victoria and Sara have full individual caseloads, continuing programs with schools and young women. Hours generally 9 to 5, may do some out of hours with PCYC Triabunna, both have commitments which would preclude regular out of hours work.

Update also provided about the drug & alcohol forum held last week, minutes will be distributed from that session.

2

Matters covered, the role of: -
neighbourhood houses, Drug Education Network - schools focus, Grant - from Salvation Army about their programs, acute detoxification, police, ambulance, general practices, use of new technologies ie. Skype, Facetime, BBmass polycom, Telehealth.
Some debate around fees for service within the program.

Discussion followed, roles and functions of neighbourhood houses, a co-ordinating function, education, facilities for visiting and locally based services, drop in place.
Is what they do similar to the Swansea Health & Wellbeing centre, the Bicheno Health & resource centre, or the Village and Spring Bay Community Health Centre, more exploration is required, they look to be receiving increases in funding Statewide.

Next Meeting

25th August, 2016 at 3.30 p.m.

Meeting closed

4.50 p.m.

7.4 Tasmanian Seafarers' Memorial Committee, April 2016 (Draft)

MINUTES OF MEETING: held on Monday 04.04.2016 at 9.00 a.m. in Board Room, Elphinstone Engineering Pty Ltd., Tasman Hwy, Triabunna.

Attendance:

Present: Cheryl Arnol, Kath Fergusson, Toni Parker, Mick Desmond, Graeme Elphinstone.

Apologies: John Hall, Ron Webb

Confirmation of Minutes: Meeting 13.11.2015: Moved Cheryl/Toni. Carried.

Business Arising from the Minutes:

a. Feedback from Council re: comments Section 24 Guidelines & Confidentiality document: further email communications confirm that there is no legal requirement for committee members to sign the Confidentiality document as Council has no policy requiring such conditions and the Committee meetings are to be open to the public anyway.

b. Correspondence:

- Phoenix Foundry re: need to refurbish older plaques (see below).
- Cheryl reported favourable e-response from Tony Pollard re: future use of LED lights at Memorial, also lamp post paint colour.

Business:

a. Plaque Refurbishment:

- Phoenix Foundry's employees do not come to Tasmania to refurbish plaques thus have suggested that we either do it ourselves using their kits or contact Millington's who may be able to assist.
- Millington's: Kath spoke with Chris Fulsang who suggested we contact Tamara at their Cornelian Bay premises who will be able to advise us further.

b. Correspondence:

- Chief Justice Allan Blow: an invitation was sent to him to attend the 2016 Service to which he responded his acceptance, indicated his agreement to be a guest speaker, and that Mrs. Blow and himself will partake of light refreshments at the Boat Club after the Service.
- Alastair Douglas re: TSM website visitation report received. Cheryl to ask Council to provide a link to the TSM website. Kath indicated plaque stories so far submitted to Alastair for inclusion on the website.
- Service – Preliminary letters sent to Council, Navy band & cadets seeking their continued support for the 20th Annual Service.

c. TSM Service Sunday 16th October 2016:

- Minister: Mrs. Sue O'Rourke has advised she has Rev. Smith's approval to take the Service.
- M.C.: John suggested if Bill Brundle is again able to assist that perhaps some form of Council award be presented to him for his 20 years of service in this role. Cheryl to follow up this up with Council.
- Future Services: It was decided to list the subject for further discussion at the next meeting with initial thoughts being to continue services which have meant so much to the maritime community and naval services but to perhaps forego speakers and concentrate only on the service itself.

Next Meeting: Monday 19th September 2016 – either a general meeting at Graeme's or an e-meeting depending on needs.

Meeting Closed: 9.45 am.

8. Officers' Reports Requiring a Decision

8.1 Annual Plan and Budget Estimates for the 2016/17 Financial Year (including Fees & Charges and Rates Resolution)

Responsible Officer – General Manager

Comments

Purpose

The purpose of the report provided is to give consideration to adopting the Annual Plan and Budget Estimates, including the Fees and Charges, and the Rates Resolution for the 2016/2017 financial year.

Background

The development of this document has been undertaken in consultation with Senior Management and has been communicated and workshopped to Council on a number of occasions. The document has been endorsed by Council's audit panel.

The Annual Plan presents Council with the objectives for the 2016/2017 year, which have been developed from the key result areas contained within Glamorgan Spring Bay Council's Community Strategic Plan 2013-2020.

These objectives are fully funded within the budget provisions made for each business unit. The objectives and the overall progress made on each major project will be reported to Council on a monthly basis throughout 2016/2017.

Summary

It is my view that the document provided to you which includes both the Annual Plan and Budget Estimates is financially responsible and will provide adequate resources to deliver Council's objectives for the year. It also provides the framework for longer term goals in providing cash backed reserves for future infrastructure requirements.

Recommendation

1. That Council by absolute majority adopts the 2016-2017 Fees and Charges (as presented 28th June 2016) in the Annual Plan 2016-2017
2. That Council by absolute majority adopts the 2016-2017 Rates Resolution (as presented 28th June 2016) in the Annual Plan 2016-2017
3. That Council by absolute majority, adopts the Annual Plan and Budget Estimates (as presented 28th June 2016) for 2016-2017

Note: A Draft Annual Plan and Budget Estimates document has been provided to Councillors for their review and is available online at Council's website with the June 2016 Agenda.

8.2 Part C: Response to the draft Natural Assets Code and other NRM related issues.

Addition to Council submission to the State Government regarding the Draft State Planning Scheme

Responsible Officer – Manager Natural Resources

Comments

In the May agenda Council was provided with a draft submission for endorsement to go to the Tasmanian Planning Commission (TPC) following a 60 day public exhibition period of the Draft State Planning Provisions.

Council endorsed Part A and B of the submission however it was agreed that Part C needed to be further discussed at a Council workshop. Part C was prepared by the Manager Natural Resource specifically in response to the Natural Assets Code and some other issues related to NRM. Part C was prepared following a workshop with LGAT, officers from other councils, and representatives from the NRM Regional Bodies.

The workshop was held with Councilors on Tuesday 14th June.

If Part C is to be sent through to the TPC as an addition to the prior submission then the following paragraph from the first page of the original submission must be removed:

‘Council supports the policy approach to apply the Natural Assets Code in some zones and not others. Land zoned for intensive development (e.g. the Industrial Zone, Business Zones and the General Residential Zone) should then be able to be developed unencumbered. Such land constitutes a valuable – and very limited – resource. It should be utilized to its maximum extent to prevent urban sprawl and ensure services can be provided efficiently’.

This is because it will be in contradiction of the recommendations in Part C which have been based upon the advice from DPIPWE that: *‘It is not the intent of the Code to purport to override State or Commonwealth laws in relation to listed threatened species or threatened communities’* (DPIPWE Senior Policy Analyst – Legal; email correspondence dated 2.5.16).

Council will have the ability elaborate on the submission at a future date when the direction hearings are held.

Statutory Implications

Commonwealth *Environmental Protection and Biodiversity Conservation Act 1999* (EPBCA);
Tasmanian *Threatened Species Protection Act 1995* (TSPA);
Nature Conservation Act 2002 (NCA); and the
Forest Practices Act 1995 and *Regulations 2007*

Budget Implications

Nil.

Recommendation

Council endorses Part C to be sent to the Tasmanian Planning Commission as an addendum to our submission.

Council resend Part A of the original submission and remove the last paragraph from the first page.

Note: The NRM Natural Assets Code submission was provided for Council’s consideration in the May Ordinary Meeting of Council Agenda.

8.3. Application to Purchase Crown Land – 47 Tasman Highway, Bicheno

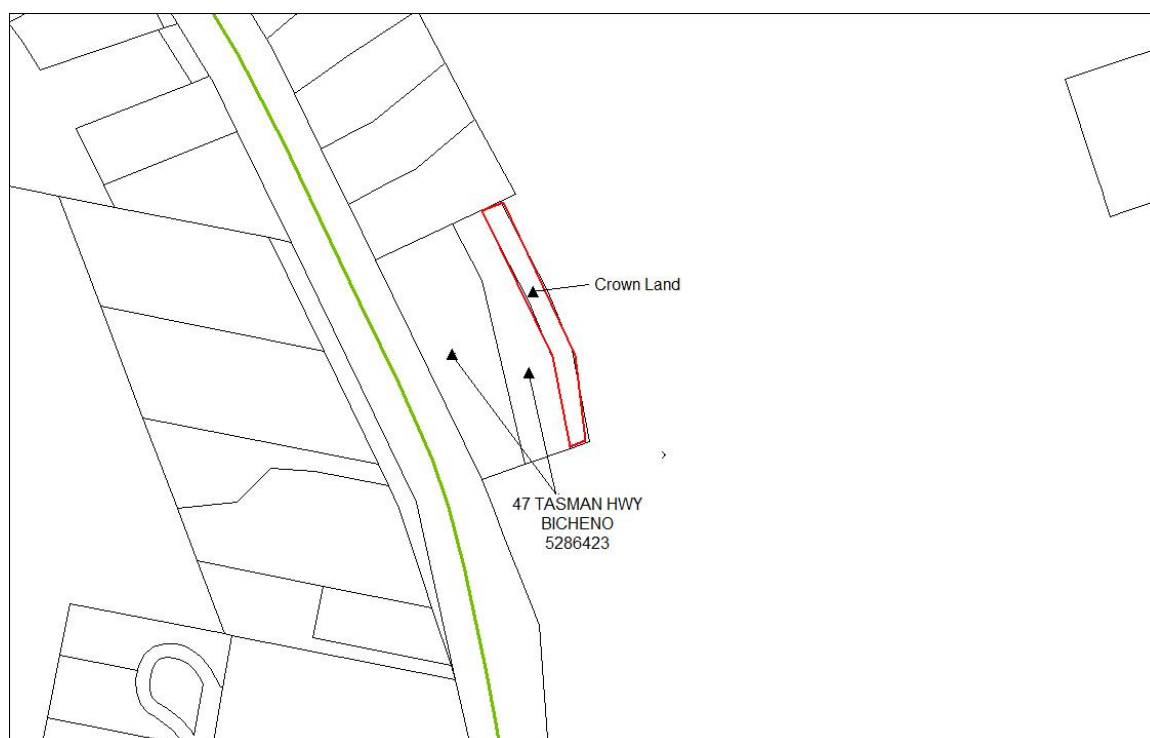
Responsible Officer – Manager Regulatory Services

Comments

The purpose of this report is to seek Council's resolution of a request received from Crown Land Services with regard to an application to purchase a section of a crown land road reservation at the rear of 47 Tasman Highway, Bicheno for S E Gould.

The portion of land required is an unmade road reservation in Bicheno. This portion of Crown Land is landlocked and is a residue lot of what was known as the "old tramway" line. The road reserve appears to have no purpose and the owner of 47 Tasman Highway has indicated that they wish to adhere this to their existing title.

A map is below showing the portion of road reserve highlighted in red that is subject to this application.



In considering this request, it is considered that relinquishing this road reservation makes sense as it is a landlocked parcel that appears to serve no purpose.

Statutory Implications

Nil

Budget Implications

Nil

Recommendation

That Council resolves to advise Crown Land Services that Council supports the sale of the road reserve and recommends that the lot be adhered to an adjoining lot so as not to become a landlocked parcel of land.

Attachment: Item 8.3

Department of Primary Industries, Parks, Water & Environment
CROWN LAND SERVICES

Hobart GPO Box 44, Hobart, Tasmania, 7001
Ph 1300 368 550
Web www.dpipwe.tas.gov.au
Enquiries: Nigel Sowter
Ph: (03) 616 54674
Fax: (03) 6173 0226
Email: Nigel.Sowter@dpipwe.tas.gov.au
Our ref: LM-LM-CW-JB-249646
Your Ref:

27 MAY 2016



1-3400-020

24 May 2016

The Development Manager
Glamorgan Spring Bay Council
PO Box 6
TRIABUNNA
TAS 7190

Dear Sir/ Madam,

APPLICATION TO PURCHASE CROWN LAND – SE Gould at Bicheno

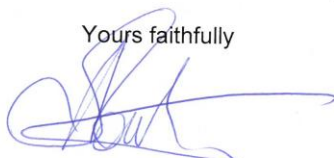
SE Gould has applied to purchase a section of reserved road that adjoins her property at 47 Tasman Highway, Bicheno CT 119664/1. She wishes to purchase Crown land as outlined in red on the attached map and have it consolidated with her freehold outlined in yellow.

As part of this Department's investigation all adjoining land owners will be contacted.

In order that the Department may develop an informed view on the application I am seeking your comments from a local government and planning perspective, on whether or not the Department should recommend the sale of the Crown land to the applicant. Your comments might include any conditions that should apply to a recommendation for the sale of the Crown land.

I look forward to receiving your comments.

Yours faithfully



Nigel Sowter
Sales Team
CROWN LAND SERVICES

Enclosure

MAP OF SUBJECT AREA LOCALITY: BICHENO



PLAN IS FOR ILLUSTRATION
PURPOSES ONLY

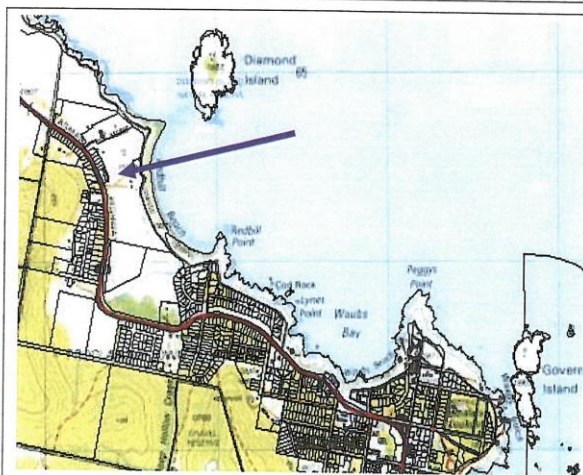
- Area of Crown land subject to this application
- Applicant's freehold

Locality point

File Number: 249646

Approximate CL area: 540m²

Locality Plan



8.4 Policy 6.1 – Corporate Credit Card Policy

Responsible Officer – General Manager

Comments

The Glamorgan Spring Bay Council Audit Panel has developed and reviewed a corporate credit card policy to be adopted by Council according to one of the recommendations from the Director of Local Government Report to Council, December 2015.

This Corporate Credit Card Policy was then reviewed by Council in a workshop on May 24th, 2016.

The policy is presented here for Council to endorse.

Statutory Implications

Nil.

Budget Implications


Nil.

Recommendation

That Council endorses the changes to Policy 6.1 – Corporate Credit Card Policy as presented to Council on June 28th, 2016.

Attachment: Policy 6.1 – Corporate Credit Card Policy

Attachment: Item 8.4 Corporate Credit Card Policy

 <p>GLAMORGAN SPRING BAY COUNCIL</p>	<p>POLICY – CORPORATE CREDIT CARD</p>	Policy 6.1	
		Version 1	Date
Minutes Dated	Approved By: Council Decision No.	Review Date As required but no later than 2020	

1. OBJECTIVE

Glamorgan Spring Bay Council corporate credit cards are provided to Council personnel to enable the purchase of goods in the following situations:

- ONLY for Council business activities
- For minor purchases where a Council order is not able to be accepted
- For the purchase of goods in accordance with Council's Procurement Policy

Glamorgan Spring Bay Council corporate credit cards do not have a cash advance facility.

2. SCOPE

This policy provides a clear framework to:

1. Allow the use of corporate credit cards
2. To provide Glamorgan Spring Bay Council personnel issued with a corporate credit card clear and concise guidelines outlining corporate credit card use.
3. To reduce the risk of fraud and misuse of the corporate credit card.

The application of this policy is to be in conjunction with the Glamorgan Spring Bay Council Code of Conduct and any legislative requirements of the Local Government Act that may be enforced.

3. PROCEDURE

Once approved the application must be signed by two (2) signatories to Council's bank accounts and the cardholder.

Corporate credit cards will only be issued when it is established that the anticipated usage of the card warrants such.

The General Manager and other personnel of Glamorgan Spring Bay Council are issued with corporate credit cards and will be responsible for any minor purchases that are made on such during the daily operations of Glamorgan Spring Bay Council.

Minor purchases where corporate credit cards are becoming the normal method of payment include the one off purchase of Australian Standards, other regulatory items, purchases from web sites, conference attendances and training and emergency items. Items that are readily able to be purchased via a Council order will not be purchased on a corporate credit card.

i. Limits

Each card will be limited to a maximum of \$5,000 for the General Manager and the Manager Works and \$3,000 for any other approved Council Officers. These credit cards are strictly for business expenditures only.

ii. Corporate Credit Card Responsibility

- a) Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- b) Corporate credit cards are to be used only for Glamorgan Spring Bay Council official activities; there is no approval given for any private use.
- c) All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the monthly reconciliation procedure.
- d) Credit limits are not to be exceeded.
- e) Purchases on the corporate credit card are to be made in accordance with Glamorgan Spring Bay Council's Code of Tenders and Contracts.
- f) Reconciliation is to be completed within 7 days of the date of the corporate credit card statement being issued.
- g) Corporate credit cards are to be returned to the General Manager on or before the employee's termination date with a full acquittal of expenses.
- h) All cardholder responsibilities as outlined by the card provider are to be complied with.

iii. Corporate Credit Card Reconciliation Procedures

- a) Corporate credit card accounts are updated daily on the Xero system and must be reconciled within 7 days of the expenditure.
- b) Transactions will be supported by a tax invoice/invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- c) Transactions (when required) shall be accompanied by a detailed explanation of why the expense was incurred.
- d) If no supporting documentation is available, the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager and in the case of the General Manager must be referred to the management group (also known as MANEX).
- e) Should approval of expenses be denied by the General Manager, recovery of the expense shall be met by the cardholder.

iv. Review of Corporate Credit Card Use

The Senior Finance Officer or General Manager shall review and approve the monthly expenditure undertaken by each staff member. All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the General Manager. In the case of the General Manager's expenditure this would be referred to MANEX.

External scrutiny of the credit card expenditure will be encouraged as part of the external audit process of Council's finances.

v. *Procedure For Lost, Stolen And Damaged Cards*

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the General Manager of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the General Manager who will organise replacement.

vi. *Renewal of Cards*

Cards that are due to expire will receive a replacement in advance. Old cards must be destroyed and the replacement card signed by the cardholder.

vii. *Disputed Transactions*

Disputed transactions must be resolved with the supplier and the bank by the cardholder. The cardholder must notify the bank immediately for resolutions and General Manager must be advised.

viii. *Termination of Employment*

Prior to departure or termination of duties, the cardholder must acquit all expenditures on his/her card account.

All transactions must be reconciled and approved prior to the cardholder's departure from employment.

The card must be surrendered to the General Manager upon resignation with a full reconciliation to date.

ix. *Monitoring and Review*

This Policy will be reviewed every four (4) years or earlier in the event of relevant changes to legislation or related policies, procedures or if deemed necessary by the General Manager or Council. The policy is reviewed every four years but should it be highlighted that there are problems then the Audit Panel should review immediately and recommend changes to Council.

4. IMPLEMENTATION

This policy will be implemented upon approval from the Glamorgan Spring Bay Council Audit Panel and endorsement by Council.

5. DELEGATION

This policy delegates to the General Manager.

6. RESPONSIBILITY

The cardholder is responsible for all transactions for which the council credit card is used.

The cardholder is responsible for ensuring that their council credit card is maintained in a secure manner and as far as practicable guarded against improper use.

The cardholder is responsible for ensuring that the reconciliation of their credit card, once provided or alerted to electronically by the responsible officer, is completed within seven days of issue/alert.

The General Manager will be the ultimate arbiter of disputed transactions involving staff. Where a disputed transaction involves the General Manager, the ultimate arbiter will be MANEX.

7. REPORTING

N/A

8. STATUTORY REQUIREMENTS

N/A

9. REFERENCES

Refer to Glamorgan Spring Bay Council's delegations for approval limits.

10. ATTACHMENTS

A Corporate Credit Cardholder Agreement.

Attachment A: Corporate Credit Cardholder Agreement



GLAMORGAN SPRING BAY COUNCIL CORPORATE CREDIT CARDHOLDER AGREEMENT

I (insert cardholder name)
.....acknowledge and accept the below listed conditions of
use of the Glamorgan Spring Bay Council Corporate Credit Card:

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Glamorgan Spring Bay Council official activities. There is no approval given for any private use.
3. All documentation regarding a corporate credit card transaction is to be retained by the cardholder/Creditors Officer and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded. The credit card limit is \$.....
5. Observe all cardholder responsibilities as outlined by the card provider.
6. Purchases on the corporate credit card are to be made in accordance with Glamorgan Spring Bay Council's Code of Tenders and Contracts.
7. Reconciliation is to be completed within 7 days of the date of credit card statement being issued on the supplied template.
8. Transactions will be supported by a tax invoice stating the type of goods or services purchased, amount of goods purchased and the price paid for the goods or services. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
9. Transactions shall be accompanied by a detailed explanation of why the expense was incurred.
10. Transactions shall be accompanied by a job number for costing purposes.
11. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager.
12. Should approval of expenses be denied by the General Manager, the recovery of the expense shall be met by the cardholder.
13. The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.
14. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Senior Finance Office on the next working day.
15. Credit cards are to be returned to the General Manager on the employee's resignation with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Glamorgan Spring Bay Council Corporate Credit Card Policy any liability arising may be passed to the cardholder.

The use of a Glamorgan Spring Bay Council Corporate Credit Card is subject to the provisions of the Code of Conduct of Glamorgan Spring Bay. Serious transgression of the above listed responsibilities or the code of Conduct may result in an appropriate referral under the Crimes Act 1900 and/or termination of employment.

Signed: (cardholder)

.....

Date: (insert date)

.....

Witness Name: (insert name)

.....

Witness Signature: (signature)

.....

Date: (insert date)

8.5 Policy 3.11 - Customer Service Charter

Responsible Officer – General Manager

Comments

The Customer Service Charter has been reviewed and updated by Council across two Council workshops. The most recent workshop was the 17th May, 2016.

The main changes to the policy relate to the response times when customers write or e-mail Council and responses to all complaints are now to be made within 14 rather than 20 working days. References to legislation and contact details have also been updated.

This policy needs to be reviewed every 2 years. The policy is now presented here for Council to endorse.

Statutory Implications

Nil.

Budget Implications


Nil.

Recommendation

That Council endorses the changes to Policy 3.11 – Customer Service Charter as presented to Council on June 28th, 2016.

Attachment: Policy 3.11 – Customer Service Charter

Attachment: Item 8.5 – Customer Service Charter

 GLAMORGAN SPRING BAY COUNCIL	POLICY – CUSTOMER SERVICE CHARTER	Policy 3.11	
		Version 3	Date
Minutes Date:	Approved By : Council Decision No.	Review Date: May 2018	

1. OBJECTIVE

- To outline Council's commitment to customers in accordance with our mission statement and provide a formalised process for making complaints.
- To outline customers' rights, the standards customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions or actions.

2. SCOPE

This policy includes all points as required by Section 339F of the Local Government Act 1993.

3. DEFINITIONS

Who is a customer?

A customer is any person or organisation seeking services or information from the Glamorgan Spring Bay Council.

4. PROCEDURE

A. OUR COMMITMENT TO CUSTOMER SERVICE

The Glamorgan Spring Bay Council is committed to the provision of timely, efficient, consistent and quality services provided by polite and helpful staff members that meet our customers' expectations.

The Glamorgan Spring Bay Council places great emphasis on the efficient handling of complaints. Our aim at all times is to provide quality service. We will always aim for the best possible outcome or solution for our customers.

Customers are encouraged to voice their concerns or complaints; Council will work toward increasing customer satisfaction and continuous improvement of services by responding to customer complaints as efficiently and effectively as possible.

B. OUR SERVICE STANDARDS

At all times we aim to:

- Treat customers courteously and with respect.
- Deal with customers in a polite and helpful manner.
- Listen to customers and take their views into account.
- Offer and provide customers with necessary and relevant information.
- Treat customers fairly and take account of the customer's particular needs.
- Act on our commitments in a timely manner.
- Value customers' privacy by treating all personal information confidentially.
- Leave a "visit card" with our name and contact number following a visit to a customer's residence if that customer is absent at the time.
- Be punctual for meetings and appointments.

When a customer visits or telephones the Council

We will attend the counter and answer the telephone promptly, courteously and deal with an enquiry directly without unnecessary referrals or transfers. If we cannot deal with the enquiry we will provide the customer with the name of the person the request or enquiry will be referred to or, if that information is not readily available, will request the relevant person to contact the customer directly. Telephone calls will be returned at the first opportunity. However, where information is not readily available verbal enquiries will be recorded, logged and answered within 2 (two) working days.

When a customer writes or emails

We will acknowledge all written requests or enquiries within two (2) working days and where necessary provide a response within fifteen (15) working days. Our response will be either in full, or an update on the item outlining the name of the person handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. All correspondence will be as prompt as possible, courteous and written in plain English.

C. OUR EXPECTATIONS OF THE CUSTOMER

we ask customers to:

- Treat Council staff with respect.
- Respect the privacy, safety and needs of other members of the community.
- Have a note pad and pen by the phone.
- Provide accurate and complete details.
- Phone to make an appointment for a complex enquiry or a need to see a specific Officer.
- Phone the Officer nominated on correspondence sent to the customer and quoting the file number on the letter.

Abusive Customers

Any interaction with members of the community where personal abuse or vulgar language is used, the communication may be terminated immediately by the Officer. If face to face, the Officer should walk away. If on a telephone, the Officer will terminate the call. If in email, the address may be blocked.

There may be occasions when

- the issue(s) a person has cannot be dealt with to their satisfaction and it is not possible for Council officers to continue to respond; or
- correspondence contains personal abuse or vulgar language is used.

In these cases, the General Manager may decide to limit or cease responses to the person. A decision of this nature will be communicated in writing to the person.

If a staff member feels threatened by the language or behaviour of a customer, they should notify their manager or supervisor and may need to notify the Police.

D. COMPLAINTS

What is a complaint?

A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon.

A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

What is not a complaint?

- A request for service (unless there was no response to a first request for service)
- A request for information or an explanation of a policy or procedure.
- Disagreement with a policy of the Council.
- An appeal or request for internal or external review of a decision for which a structured process applies, other than that made as the result of a complaint.
- An expression concerning the general direction and performance of Council or its Councillors.
- An expression of dissatisfaction with the behaviour of a Councillor.
- Reports of damaged or faulty infrastructure.
- Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our service.

Many of the issues above are called ‘complaints’ when a customer contacts us. They are called complaints because a customer is unhappy about the situation and wants something done. The actions we take to resolve many ‘complaints’ are an everyday part of organisational life for us due to the nature of services we provide and will be dealt with apart from the formal complaints management process.

Complaints Management Process

The Manager of each Department of the Council is responsible for handling complaints relevant to that Department.

While most problems can usually be resolved at an early stage, there are times when they require detailed investigation. If a complaint is of a very serious nature, it will be referred to the General Manager.

Irrespective of the manner in which the complaint was received a response to the complaint can be expected within fourteen (14) working days. If a Councillor has submitted a complaint on a customer's behalf we will also try to respond to the Councillor within fourteen (14) working days.

There are times when it's not possible to meet this deadline, eg. where a complaint is a complex one and Councillors are to be briefed on the outcome of the investigations. In these cases we will endeavour to keep the customer informed of progress.

Form of Complaint

A complaint may be lodged orally (by telephone or at the counter) and may be responded to orally by phoning or by meeting with the Manager of the relevant Department to discuss the complaint.

If the complaint relates to a complex matter or there is no resolution from discussing the matter with the relevant Manager a complaint should be made in writing setting out the complaint as simply as possible.

To assist Council in dealing with a complaint a customer should include the following if relevant:

- a) date, times and location of events
- b) what happened
- c) to whom the customer has spoken (names, position in the Council and dates)
- d) copies or references to letter or documents relevant to the complaint
- e) state what the customer hopes to achieve as an outcome to the complaint.

Internal Review

Experience has shown that the majority of complaints will be satisfactorily resolved by the relevant Manager. However, a person who is not satisfied with the outcome may request a review of the complaint by the Council's General Manager. A request for a review of the complaint to the General Manager is to be in writing.

The General Manager will inform the customer of the findings on completion of an investigation.

Consideration of a Complaint

In considering a complaint the relevant Manager or the General Manager will:

- Examine and analyse the information already available and follow up points requiring clarification.
- Look at the Council Policies which might have a bearing on the complaint.
- Consider whether or not the Council is at fault;
- Consider any necessary action to be taken to correct the faults identified; and
- Consider a review of the Council's procedures to avoid recurrence of any similar complaint in the future if necessary.

The relevant Manager or the General Manager may enter into informal discussions or mediation on a complaint with a view to resolution.

Vexatious Complaints

All complaints received by Council will be treated with the utmost seriousness however if a complaint is found to be malicious, frivolous or vexatious no further action will be taken on the complaint. The customer will be informed of this decision in writing by the General Manager.

Anonymous Complaints

While we will receive anonymous complaints, we will generally only act on them where the matter is considered to be serious and there is sufficient information in the complaint to enable an investigation to be undertaken.

Protection of Customer

We will take all care to ensure that the reporting of complaints will not result in a customer experiencing any form of victimization or retribution as a result of the complaint.

What if a customer is not satisfied with the resolution of the complaint

Council is confident that it can resolve the majority of complaints received however, we understand that we may not be able to satisfy every customer on every occasion.

Sometimes Councils have to make difficult and complex decisions involving many people and individual customers do not achieve the outcome they want.

If a complaint remains unresolved or a customer is dissatisfied with our process in dealing with a complaint other avenues remain for the customer to explore which include:

- available Administrative Appeals Process,
- the *Judicial Review Act 2000*
- contact external agencies which can review actions and decisions taken by the Council, these include:
 - The Ombudsman who is an officer responsible to Parliament for investigating complaints made about administrative actions (or inactions) of Tasmanian Government Departments, most Statutory Authorities and Local Government. The Ombudsman is located at NAB House, Level 6, 86 Collins Street, Hobart, Postal address is GPO Box 960, Hobart 7001. Ph 1800 001 170 (free call nationally).
 - Local Government Division, Level 5, 15 Murray Street, Hobart (GPO Box 123 HOBART, 7000) Ph. (03) 6232 7022

While a customer is entitled to refer a complaint directly to these Bodies at any time, customers are encouraged to allow the Council to investigate the complaint first.

E. HOW YOU CAN CONTACT US

You can contact us to make an enquiry or a complaint:

- in person by visiting Council's offices at 9 Melbourne Street in Triabunna during the hours of 8:30am to 5:00pm Monday to Friday
- by telephone on 6256 4777 during the hours of 8:30am to 5:00pm Monday to Friday. Council provides an After-Hours Emergency Service on the same number.
- By email: admin@freycinet.tas.gov.au
- By internet at www.gsbc.tas.gov.au

PERSONAL INFORMATION PROTECTION

Council has a commitment to protection of Personal Information provided by a customer to Council in accordance with the requirements of the *Federal Privacy Act 1988* and the *Personal Information Protection (PIP) Act 2004 (Tas)*. The *Tasmanian PIP* is available on www.thelaw.tas.gov.au

AVAILABILITY

This *Customer Service Charter* is available:

- For public inspection or collection from the Council office during normal office hours.
- On the Council's Website free of charge.

REVIEW

This *Customer Service Charter* is to be reviewed at least once every two years in accordance with section 339F(4) of the *Local Government Act 1993*.

5. IMPLEMENTATION

The implementation of this policy is the responsibility of the General Manager and will be reviewed every two years.

6. DELEGATION

Not applicable.

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the General Manager.

8. REPORTING

The departmental managers are to provide Council in their monthly report an analysis of complaints received for that particular month and year.

9. STATUTORY REQUIREMENTS

Local Government Act 1993

Personal Information Protection Act 2004 (Tas)

Privacy Act 1988 (Australian Government)

Right to Information Act 2009 (Tas))

10. REFERENCES

N/A

11. ATTACHMENTS

N/A

8.6 Southern Waste Strategy Authority (SWSA)

Responsible Officer – General Manager

Comments

The Southern Tasmania Councils Authority is endeavouring to establish a Waste Committee to be effective from 1st July 2016 to replace the SWSA as the southern regional waste body.

Council met with Brenton West, CEO of STCA at a workshop in March, 2016. Further to this Council has been asked to inform the SWSA and the STCA of its position regarding the winding up of the SWSA.

For your background information please find attached a recent letter from the SWSA and an e-mail from the CEO of the STCA.

We have also been provided with another copy of the original letter and STCA Governance Paper from 2015 for your information.

Statutory Implications

Not applicable

Budget Implications

Minimal.

Recommendations

1. That Council agrees to the winding up of the Southern Waste Strategy Authority (SWSA) and the balance of remaining funds be distributed to existing members in accordance with the rules of the Authority and informs both the SWSA and STCA of its decision.
2. That Council supports the proposal to establish the Waste Management Strategy Group as an advisory committee to the STCA Board.

Attachments: Item 8.6

E-mail to the General Manager from CEO STCA 15th June, 2016:

Hi David

Following on from my visit to the council workshop a couple of months ago I just wanted to confirm whether council had formally considered the attached correspondence yet?

As you may recall the STCA has undertaken considerable work which would allow the organisation to take over the roles and functions of a regional waste group previously performed by SWSA from 1 July 2016.

Currently all councils have agreed to the new proposal we are just waiting on the final couple of councils to hold meetings in the next couple of weeks.

If you have any questions please let me know.

Thanks
Brenton

Brenton West

Chief Executive Officer
Think South (Southern Tasmanian Councils Authority)
GPO Box 503E Hobart TAS 7001
email:
bwest@stca.tas.gov.au
mobile: 0439 816 238



c/- Glenorchy City Council
P.O. Box 103
Glenorchy 7010 TAS.
24th May 2016

Dear General Manager

You will be aware that the Southern Tasmania Councils Authority is endeavouring to establish a Waste Committee to be effective from 1st July 2016 and this will replace SWSA as the southern regional waste body.

Because of this, SWSA has been operating this year on the basis that it will cease as an operational body on 30th June 2016.

From the information available to SWSA at this time, it appears that STCA's proposal is likely to succeed and arrangements need to be made for the future of SWSA post 30/6/16.

At the last SWSA meeting it was resolved to recommend to Member Councils that SWSA be wound up as soon as practical after 1st July 2016 and the balance of funds remaining be distributed to existing Members in accordance with the rules of Authority.

The next meeting of SWSA will take place on Thursday 23rd June 2016 and it would be appreciated if your representative could be informed of your Council's position so that he/she will be in a position to vote on this proposal.

It is realised that several Councils have already given us advice of their intentions and no further advice will be required from them.

Assuming the winding up proposal is agreed to at the meeting, there will still be certain administrative tasks that will be required to be undertaken post 1/7/16 such as the accounts and audit for 2016/17 as well as the actual winding up process and this may take several months and require two or three more SWSA meetings to enable all the legalities to be observed.

I will advise you of the outcome following the meeting on 23/6/16.

Yours faithfully

Danielle Hall
Executive Officer

C.C. SWSA Board Members

8.7 Spring Bay Junior Netball Association

Responsible Officer – Manager Community Development & Administration

Comments

An application has been received from the Spring Bay Junior Netball Association, requesting financial assistance of \$1,000 under the Community Small Grants Program, towards the Association's registration fees. The registration fees are in the vicinity of \$1,990.

The 2016 season commences in June and finishes in November, 2016. Netball is offered to children from pre-kinder to grade 10 and families from Buckland, Orford, Triabunna and Swansea participate. Some families have multiple children playing so a grant will enable the Association to reduce membership fees for the children which otherwise could be prohibitive for some families.

Statutory Implications

Not applicable

Budget Implications

A total of \$20,000 has been allocated in the 2015/16 budget for the Community Small Grants programme, of which \$306.00 remains. However, if approved, the balance of funds of \$694.00 could be taken from the Youth budget.

Recommendation

That Council approves a grant of \$1,000 to the Spring Bay Junior Netball Association towards the cost of the Association's registration fees, with \$306.00 from the Community Small Grants programme and \$694.00 from the Youth Budget.

8.8 Review of Seafest 2016

Responsible Officer – Manager Community Development & Administration and Sustainability Officer

Comments

In response to Council's request (Decision No. 46/16) March Minutes, set out below is a review of Seafest 2016.

Seafest 2016 included a range of activities and entertainment targeted at the local community and visitors.

Benefits and Disadvantages

The original intent of Seafest was to provide a positive experience to the community following the downturn of the forestry industry. It was also a partnership with the Triabunna District School to provide the schools within our area with a day of recreation and education. It was also aimed at placing a focus on Triabunna to encourage people from outside the area to visit and to see what Triabunna had to offer. This was a way to try to reinvigorate the Triabunna economy. This objective has mainly been achieved with more people visiting the area and re-assessing their perceptions of Triabunna.

Over the time of Seafest, the group has been approached by the Wooden Boat Festival and Ten Days on the Island and we have formed collaborations and partnerships with these major Tasmanian events.

This year Seafest focused on providing the local community with the opportunity to financially benefit from the provision of food, drinks and other stall items. Only three (3) commercial vendors from outside of our area were invited to participate.

The local groups which held stalls were:

- Orford Community Group – Chicken and Seafood dishes (sponsored by Ashmore Seafoods.
- Buckland Community Group – Mussel Chowder (sponsored by Spring Bay Seafoods)
- Triabunna Football Club – Crayfish and salad (sponsored by a local fisherman)
- Orford Primary School – Cakes and desserts (donated by parents and friends)
- Triabunna District School – Salmon dishes (sponsored by Tassal).

Each of these community groups all raised in excess of \$1,000 and most completely sold out.

Milton Winery, Tasman Sea Salt, Riverstone Olives, Sweet & Sour Licorice and Wheel Good Coffee were other local stallholders. These all reported a very successful day.

The Spring Bay Maritime & Discovery Centre also had a fundraising barbecue on their premises.

The Pop Up Book Stall (PUBS) had a fundraising stall at which they raised over \$500 from their secondhand books. All of this money is donated to local community groups, including Council which receives donations for youth activities.

A main objective of Seafest 2016 was to provide local community groups with a major fundraising opportunity and this was achieved.

Local businesses were also encouraged to participate. Businesses from outside our area were only invited to participate where there was a gap in certain items. For example, Triabunna Takeaway has always had a very successful stall selling scallop pies and egg and bacon rolls, however, unfortunately due to illness they were unable to participate down at Seafest but still reported a successful day of trading at their business premises.

Additional benefit was also brought to the local community by educational and information stalls such as MAST, Fishcare, TasWater, Tassal, Redmap, Institute of Marine and Antarctic Studies, Parks & Wildlife and Birdlife Tasmania

Entertainment in 2016 was provided by local musicians, including Ange Boxall, Swansea Town Ukulele Folk Instrument Troupe (STUFFIT) and a planned performance by STOMPIN' Youth Dance which included performers from the Triabunna District School. Unfortunately, due to the wind this performance had to be cancelled.

The stage was supplied by the Triabunna District School and local musicians provided the sound equipment and set-up as a voluntary contribution.

The Bendigo Community Bank also provided marquees for use on the day.

Unfortunately, due to the high winds on the day, there was an impact on the number of visitors and the length of time that they stayed at the festival. Despite this, as mentioned above, most stalls completely sold out of their stock and an estimated 2,000 people attended.

Despite the strong and dedicated support we have received from a number of community groups and individuals, there appears to be a view amongst some residents that Council run events have an unlimited budget and that staff Of course, this is certainly not the case and Seafest has been run on a shoestring budget with many volunteer hours, donations and fundraisers to help cover the costs, such as the Monster Raffle which raised over \$5,000 to cover the cost of entertainment and free children's activities, the Council-run bar to raise additional funds toward expenses such as marquee hire, together with donations from local businesses as well as grants obtained from Events Tasmania and other sponsorship.

In recent times the school has withdrawn from the partnership largely due to the fact that they have found it difficult to gain support from parents and the wider school community. Annette Parker, Principal of Triabunna District School, did an amazing job at organising Seafest Schools Day for the first three years.

No adverse impact was reported or observed due to the closure of the marina car park.

Volunteers:

Approximately 30 volunteers were involved including Deputy Mayor, Cheryl Arnol, who manned the Nerf Shooting Gallery and Cr. Bertrand Cadart who demonstrated petanque with petanque club members travelling up from Hobart and Bicheno to participate. The Triabunna/Orford Chamber of Commerce organised and ran the Crayfish Throw and assisted with the petanque.

The Spring Bay Lions Club operated the prize wheel with meat trays purchased from Triabunna Gourmet Meats. Rotary assisted with the provision and erection of a marquee and Victoria Headlam from Rural Primary Health Services collaborated with the Spring Bay Childcare Centre to provide free activities for the young children. Volunteers supporting various community groups and organisation, plus the volunteer musicians are not included in the above tally.

Five volunteers from the Triabunna Fire Brigade organised traffic control throughout the day and the Spring Bay Volunteer Ambulance was also in attendance.

Twelve (12) council staff volunteered their time on the day and about eight community volunteers also assisted with various tasks such as clearing tables, selling raffle tickets, etc. Other council staff were also involved with volunteering on community stalls.

Summary

Seafest requires a great deal of time and organisation and it has become increasingly difficult for the staff to undertake this role along with their other workload.

The event has now been established for five years and it would be an ideal time for a community committee to take-over Seafest.

The vision is that Seafest be run in a similar manner to the Bicheno Food and Wine Festival, that is organised and managed by a dedicated independent community committee who could take over Seafest and create an event in line with community driven objectives and benefits to the local community.

Accordingly, it is proposed that an Expression of Interest (EOI) brief be developed and an invitation broadcast to the local community to found a new era for this event which has so much potential.

Below is a case study excerpt from the Events Tasmania Strategic Guide which may be of interest to Councillors in terms of the budget for the event and the number of attendees.

QUEENSTOWN HERITAGE AND ARTS FESTIVAL, QUEENSTOWN

This biennial festival is held in and around Queenstown on the west coast of Tasmania and receives \$100,000 per festival from the Tasmanian Government. The event has a significant impact on the Queenstown community, with more than 1,500 people attending the 2014 festival, supporting cultural pursuits on the west coast and celebrating the things that make the region unique.

Cynthia Maxwell-Smith (Seafest Co-ordinator)
Lona Turvey

Recommendation

That Council considers an EOI process for an independent community committee to take on the Seafest brand and event management.

9. Motion Tracking Document

Last updated 22/06/2016

Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
21 st January 2014	8.1	4/14	Motion from AGM	Council	Motion re GM reappointment carried 6 votes to 3. Cllr Crawford requested that Mayor Kent put this item on a Council workshop agenda after the 2015-16 budget is complete. Council needs to develop procedures. Discussions on this and a way forward agreed at February 23, 2016 Council Workshop. A policy to be developed.	In Progress
24 th June 2014	8.2	73/14 Motion lost	Real Time Streaming of Council Meetings via the Web	GM	A Councillors' workshop to be held to investigate the implications and requirements of streaming Council meetings live. Workshop now scheduled for the 24 th May, 2016 with papers investigating this to be provided by Launceston and Hobart City Councils. A report will be provided to Council for the July 2016 Council meeting.	In Progress
25 th November	8.2	150/14	Solis	GM	The General Manager to affirm commitment to the project with all interested parties and progress negotiations with potential developers as relevant.	In Progress

Action Officer codes: MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM

Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
24 th March	9.11	46/15	Council Properties for Sale	GM	EOI to close 24/3/2015. Report provided to Council 27/4/2015. Properties to be offered for sale through local real estate agencies due to all EOI being well under valuation. No recent offers. Waiting on an updated valuation for Inkerman Street. Has been found that the drainage pipes are not within the drainage easement and this was not taken into account with the original valuation.	In Progress
28 th April	9.4	55/15	Endorsement of Revised Tree Management Policy	MW	Item was deferred until policy can be discussed in a Council workshop.	In Progress
28 th April	9.5	56/15	Endorsement of Revised Cemetery Operation Policy	MW	Item was deferred until policy is re-written in its complete form, with clear intent and can be discussed in a Council workshop.	In Progress
23 rd June	9.3	87/15	Sale of Council Property (Cranbrook)	GM	Proceedings commenced for land swap and boundary adjustment. Council to arrange lease of land in the interim. Waiting on final plan to be submitted for signing and sealing to formalise the land swap.	In Progress

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Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
27 th October	9.1	152/15	Section 137 – Notice of Intention to Sell Land	GM	Process according to Section 137 under way.	In Progress
8 th December	9.2	177/15	Signage	MRS	Council to form a working group with business owners and business groups, including the local chambers of commerce to consider alternative signage solutions – report to be provided to Council within 6 months. Proposal on working group endorsed by Council at Feb 16. Working Group has been formed and two meetings have taken place in 2016.	In Progress
27 th January	10.3	19/16	Credit Card Policy	GM	Audit Panel to be provided with Draft Credit Card policy developed by Deputy Mayor in conjunction with GM. Provided to Audit Panel 16/05/16. Provided to Council for endorsement 28/6/16.	In Progress
23 rd February	9.3	30/16	Sale of Council Properties	GM	Process to commence according to Section 177/178 with amendment to advertising as per motion.	In Progress
23 rd February	9.6	33/16	Signage Working Group	MRS	See Item 9.2 from December 2015 OMC.	In Progress

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Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
22 nd March	9.2	45/16	Establishment of a Triabunna Recreation Ground Section 24 Special Committee of Council	GM	Council endorsed the establishment of this committee with Cllr Steiner as the nominated Councillor representative. Manager Works to notify the potential members of the committee and schedule the first meeting.	In Progress
22 nd March	9.3	46/16	Seafest	GM	Council approved closure of Triabunna Marina carpark for Seafest and requested a review of the festival for the June 2016 OMC. Review provided to Council 28/6/16.	In Progress
22 nd March	9.4	47/16	Honour Board for Australia Day Citizenship Award Recipients	GM	MCD to research Council records and organise the Honour Board to be placed in the Triabunna Council Offices.	In Progress
10 th May (Special Meeting)	2	60-61/16	Sale of Council Property (12 Franklin St, Swansea)	GM	Previous decision rescinded and motion passed unanimously.	Complete
24 th May	9.1	75/16	Local Government Model Code of Conduct (April 2016)	GM	Adopted by Council	Complete
24 th May	9.2	76/16	Great Eastern Trail - MOU	GM	MOU to be signed by GSBC. Andrew MacGregor advised and waiting for original version to be circulated for signature.	In Progress
24 th May	9.3	78/16	Policy 4.8 Code for Tenders and Contracts	GM	Endorsed and updated on server and on website.	Complete
24 th May	9.4	79/16	Freycinet Volunteer Marine Rescue	MCD	Grant approved and disbursed	Complete
24 th May	9.5	80/16	Swansea Primary School	MCD	Grant approved and disbursed	Complete
24 th May	9.6	73-74/16	Council Submission Draft State Planning Scheme	MRS/ MNRM	Part C Natural Assets Code submission to be discussed in a workshop before being endorsed at the Council meeting 28/6/16. Parts A & B endorsed.	In Progress
24 th May	9.7	81/16	Long Term Financial Plan	GM	Endorsed by Council	Complete

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Recommendation:

That Council receives and notes the information contained within the Motion Tracking Document.

10. Questions Without Notice

11. Confidential Items (Closed Session)

The Mayor will declare the meeting closed to the public in order to discuss one confidential item.

- *Under regulation 15 of the Local Government Act 1993, the meeting will be closed to the public according to the following regulations:*
 - Regulation 15 (2) (c) *contracts for the supply and purchase of goods or services.*

Recommendation

That Council moves into a closed session (Time).
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12. Close

The Mayor declared the meeting closed at (Time).

CONFIRMED as a true and correct record.

Date:

Mayor Michael Kent AM