



GLAMORGAN SPRING BAY  
COUNCIL

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# Notice of Meeting and Agenda

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

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12<sup>th</sup> December, 2017

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## 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, 12<sup>th</sup> December, 2017 commencing at 5.00pm.



**Dated** this Thursday 7<sup>th</sup> December, 2017

**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**

## Table of Contents

AUDIO/VIDEO RECORDING OF ORDINARY MEETINGS OF COUNCIL .....	5
1. OPENING .....	5
1.1 PRESENT AND APOLOGIES .....	5
1.2 IN ATTENDANCE .....	5
1.3 DECLARATION OF PECUNIARY INTERESTS.....	5
2. CONFIRMATION OF MINUTES AND WORKSHOPS .....	6
2.1 ORDINARY MEETING – OCTOBER 24 <sup>TH</sup> , 2017 .....	6
2.2 ORDINARY MEETING – NOVEMBER 28 <sup>TH</sup> , 2017 .....	6
2.3 WORKSHOP HELD – NOVEMBER 28 <sup>TH</sup> , 2017.....	6
3. PLANNING AUTHORITY SECTION.....	7
3.1 DA17277 – TWO VISITOR ACCOMMODATION UNITS, 28 JETTY ROAD, COLES BAY .....	8
3.2 SA1408 & SA1502 – MINOR AMENDMENT, 11610 TASMAN HWY SWANSEA AND 18589 TASMAN HWY BICHENO.....	25
3.3 DA17245 – MEDIATION PROPOSAL, MULTIPLE DWELLINGS AT 1 AQUA SANDS DRIVE, SWANSEA.....	36
4. PUBLIC QUESTION TIME .....	49
5. INFORMATION REPORTS.....	50
5.1 GENERAL MANAGER, DAVID METCALF.....	50
5.2 MANAGER WORKS, MR TONY POLLARD.....	62
5.3 MANAGER REGULATORY SERVICES, MRS. WINNY ENNISS.....	68
5.4 MANAGER COMMUNITY DEVELOPMENT & ADMINISTRATION – MRS. LONA TURVEY .....	78
5.5 MANAGER BUILDINGS & MARINE INFRASTRUCTURE, MR ADRIAN O’LEARY .....	82
5.6 MANAGER NATURAL RESOURCE MANAGEMENT, MS MELANIE KELLY.....	87
6. MINUTES OF SECTION 24 COMMITTEES.....	92
6.1 TRIABUNNA RECREATION GROUND ADVISORY COMMITTEE MINUTES (NOVEMBER 2017).....	93
7. OFFICERS’ REPORTS REQUIRING A DECISION.....	95
7.1 2018 ORDINARY MEETING DATES .....	95
7.2 POLICY – COUNCIL MEETINGS – AUDIO/VISUAL RECORDING AND LIVE STREAMING .....	97
7.3 VOLUNTARY COUNCIL AMALGAMATIONS – COMMUNITY CONSULTATION.....	101
7.4 OLD SWANSEA COURTHOUSE AND COUNCIL OFFICES .....	108

8.	MOTION TRACKING DOCUMENT .....	115
9.	QUESTIONS WITHOUT NOTICE .....	118
10.	CLOSE.....	118

## Audio/Video Recording of Ordinary Meetings of Council

As determined by Glamorgan Spring Bay Council in April 2017 all Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live. A link is available on the Glamorgan Spring Bay Council website to the YouTube platform, where the public can view the meeting live and watch recordings of previous Council meetings.

*In accordance with the Local Government Act 1993 and Regulation 33, these video/audio files will be retained by Council for at least 6 months and made available for viewing live, as well as online within 5 days of the scheduled meeting. The written minutes of a meeting, once confirmed, prevail over the video/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 – October 24<sup>th</sup>, 2017

#### **Recommendation**

That the Minutes of the Ordinary Meeting held Tuesday 24<sup>th</sup> October 2017 be confirmed as a true and correct record.

### 2.2 Ordinary Meeting – November 28<sup>th</sup>, 2017

#### **Recommendation**

That the Minutes of the Ordinary Meeting held Tuesday 28<sup>th</sup> November 2017 be confirmed as a true and correct record.

### 2.3 Workshop Held – November 28<sup>th</sup>, 2017

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a workshop was held at 3pm on Tuesday 28<sup>th</sup> November in Triabunna. This workshop was held to review a draft policy – Council Meetings Audio/Visual Recording and Live Streaming.

**Present:** Acting Mayor Cheryl Arnol, Cllr Britt Steiner, Cllr Mick Fama, David Metcalf (General Manager) and Angela Turvey (Executive Officer).

#### **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><b>Recommendation</b></p>
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<p>That Council now acts as a Planning Authority. (Time:    )</p>
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### **3.1 DA17277 – Two Visitor Accommodation Units, 28 Jetty Road, Coles Bay**

#### **Planning Assessment Report**

<b>Proposal:</b>	<b>Two Visitor Accommodation Units</b>
<b>Applicant:</b>	<b>TMK Design Solutions</b>
<b>Location:</b>	<b>28 Jetty Road, Coles Bay</b>
<b>Planning Document:</b>	<b>Glamorgan Spring Bay Interim Planning Scheme 2015 (Interim Scheme)</b>
<b>Zoning:</b>	<b>Low Density Residential Zone</b>
<b>Application Date:</b>	<b>16 November 2017</b>
<b>Statutory Date:</b>	<b>27 December 2017</b>
<b>Discretions:</b>	<b>Two</b>
<b>Attachments:</b>	<b>Appendix A – Plans</b>
<b>Author:</b>	<b>Shane Wells, Manager Planning and Special Projects</b>

#### **1. Executive Summary**

- 1.1. Planning approval is sought for two visitor accommodation buildings at 28 Jetty Road, Coles Bay.
- 1.2. The application is discretionary as it relies on a number of performance criteria.
- 1.3. One representation was received.
- 1.4. The proposal is recommended for conditional approval.
- 1.5. The final decision must be made by the Planning Authority due to the receipt of representations via the public exhibition period.
- 1.6. The key planning issue is the degree of impact to amenity due to the use and the degree of overshadowing to adjoining dwellings.



## **2. Legislative & Policy Content**

- 2.1. The purpose of this report is to enable the Planning Authority to determine application DA 2017 / 277.
- 2.2. This determination must be made no later than 27 December 2017.
- 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, however these are not significant issues given the scale of the proposal.

## **4. Relevant Background and Past Applications**

- 4.1. DA 2009/25 sought approval for two visitor accommodation buildings and a manager's residence, all of which were two storey structures. That application was refused by Council at its 24 August 2009 meeting. However a permit was issued via a consent agreement at the Resource Management & Planning Appeal Tribunal with minor changes to building design.

## **5. Site Detail**

- 5.1. The site is located at 28 Jetty Road, Coles Bay and is within the Low Density Residential Zone of the Glamorgan Spring Bay Interim Planning Scheme 2015.
- 5.2. The site is a 995m<sup>2</sup> regular shaped lot with frontage to Jetty Road. Adjoining land consists of developed residential lots that are also within the Low Density Residential Zone.
- 5.3. The site contains no native vegetation. It has a west to south-west aspect gradient with a slope of approximately 1 in 5.5.

- 5.4. No overlays apply to the site.
- 5.5. The site is serviced by water, electricity and telecommunications.



**Figure 1: Aerial imagery.**

## **6. Proposal**

- 6.1. Planning approval is sought for two visitor accommodation buildings at 28 Jetty Road, Coles Bay.
- 6.2. Each building is identical in floor layout and external design. A double garage, rumpus and laundry are provided on the lower level and kitchen, living and two bedrooms provided on the upper. The south-east upper elevation also contains a deck.
- 6.3. The buildings are oriented to maximise available view. As seen in Figure 1 the orientation of the buildings is similar to that of most adjoining dwellings. They are setback 3.3m from the southern boundary and 0.6m from the northern boundary. Cladding is a mixture of brick and cement sheet.
- 6.4. Access is via a new double-width crossover on the southern side adjacent to an existing shared access road serving the properties to the south.
- 6.5. A 0.8m x 0.6m sign with a maximum height of 1.5m is proposed near the access.
- 6.6. Soakage trenches for onsite wastewater management are proposed in the rear part of the site.

- 6.7. Private open space is proposed to the north of each unit. The scheme has no standards requiring private open space for visitor accommodation.

## 7. Assessment against planning scheme provisions

- 7.1. An application must meet every applicable standard to be approved.
- 7.2. Each standard can be met by either an acceptable solution or performance criteria. If a performance criteria is relied upon, an application is discretionary and may be approved or refused depending on if the performance criteria is satisfied.
- 7.3. The following provisions are relevant to the proposed use and development;
- Low Density Residential Zone
  - E5.0 Road & Rail Asset Code
  - E6.0 Parking and Access Code
  - E7.0 Stormwater Management Code
- 7.4. The proposal is classified as a Visitor Accommodation use which has a Permitted use status in the zone.
- 7.5. The proposal complies with all applicable acceptable solutions other than the following where the proposal is reliant on the associated performance criteria.

		Acceptable Solution Requirement	Proposed
1	Visitor accommodation  Interim Planning Directive No 2.	Visitor Accommodation: (a) guests are accommodated in existing buildings; and (b) has a gross floor area of not more than 300m <sup>2</sup> .	Two new buildings & total gross floor area of 384m <sup>2</sup> .  <i>Note: the authors of the planning directive consider the gross floor area is 300m<sup>2</sup> per building, however, as the clause is not precise in its drafting it is considered to be 300m<sup>2</sup> per site.</i>
2	Building envelope  12.4.2 A3 & 12.4.1 A1 (a)	Buildings are within a building envelope determined by:  (i) a distance equal to the frontage setback ...; and  (ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above natural ground level at the side boundaries and a distance of 4m from the rear boundary to a building height of not more than 8.5m above natural ground level;	Each unit is outside the building envelope to southern and northern side boundaries.

### 7.6. Discretion 1 – Visitor accommodation

- 7.6.1. The following performance criteria applies:

*Visitor Accommodation must:*

- (a) not cause an unreasonable loss of privacy to adjoining properties;*
- (b) be of a scale that respects the character and use of the area;*
- (c) not adversely impact the safety and efficiency of the local road network; and*
- (d) not unreasonably disadvantage owners and users of rights of way.*

- 7.6.2. In terms of privacy, the decks are 5m from the northern side boundary and 3.3m from the southern side boundary and have an orientation facing away from any nearby dwelling. The impact to privacy from the deck, and windows and doors leading the decks, will be minimal.
- 7.6.3. Windows on side and rear elevations generally have high sill heights. Those windows that have lower sill heights are in bedroom 2 or the southern corner of the living area. For the front unit this corner window is opposite a driveway and will have no impact. For the rear unit this corner window could have a minor impact on privacy. Whilst this window sufficiently far from the boundary to comply (if the proposal was for a house) a condition is proposed to minimise potential loss of privacy by modifying that particular window.
- 7.6.4. The scale of use is considered to be consistent with the character of the area. It is also less intensive than the previous approval. There are no issues whatsoever with the scale of the proposal.
- 7.6.5. There are no issues with the safety or efficiency of the local road network. It should be noted that vehicles will be accommodated on site via a double-width vehicle access.
- 7.6.6. There are no rights of way affected.

## **7.7. Discretion 2 – Building Envelope**

- 7.7.1. The buildings are outside the building envelope in relation to the southern and northern side boundaries.

*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.*



- 7.7.2. For the northern boundary, a compliant setback would be 3.3m.
- 7.7.3. For the southern boundary, a compliant setback would be 4.25m or 0.95m lower in height.
- 7.7.4. For the northern boundary, there will:
- No impact by overshadowing
  - No visual impact due to the mixture of building materials and the orientation of the building through which most of the building is positioned away from the boundary, and
  - No incompatibility with prevailing building setbacks. Figure 1 shows the similarities in building orientation and building setback of several adjoining dwellings to the south including the neighbouring dwelling to the south. This neighbouring dwelling to the south is also outside the building envelope with respect to its northern boundary (which is the shared boundary).
- 7.7.5. For the southern boundary, the representor has provided shadow diagrams.
- 7.7.6. The representors diagrams (showing 9am to 3pm) shows:
- A upper storey window of a stairwell in shade between 10am and 1pm mid-winter.
- A stairwell is not a habitable room. However, the stairwell adjoins the living room and if the occupants leave the internal door open, sunlight to the stairwell window would benefit the living room.
- A upper storey window of the living room in shade from noon to 3pm mid-winter.
- However, this shadowing is shown as being caused by the stairwell of that dwelling and not by the proposed building. The stairwell of the neighbouring dwelling is directly north of its living room window causing that shadowing.
- A lower level window to the rear (in a living area) in shade between 9am and 1pm mid-winter.
  - A lower level window in the middle of the dwelling (a bedroom) in shade between 11am and 2pm mid-winter, and
  - A deck in shade between 11am and 3pm mid-winter.
- However, the diagrams do not clearly show the extent of shadowing of the deck cause by the neighbour dwelling and that caused by the proposed building. At some point after 12am the shadows merge. The dominant source of shading of the deck is considered to be the neighbouring dwelling and not the proposed building.

- 7.7.7. Given that the neighbouring dwelling is the cause of shadowing to that buildings deck and upper living room window there is no need to further consider those elements.
- 7.7.8. A compliant building in the same position would be approximately 0.95m lower in height. A compliant building would have a largely identical impact to the lower level living room window but minimal impact to the upper (stairwell) window.
- 7.7.9. What is an unreasonable impact by overshadowing is established by a number of precedent cases at the Resource Management and Planning Appeal Tribunal. These establish that it is appropriate to ensure that overshadowing maintains 3 hours of sunlight to habitable rooms of adjoining dwellings measured throughout the day on June 21 (mid winter).
- 7.7.10. It is demonstrated that at least 3 hours of sunlight is maintained to upper (stairwell) window. If the upper (stairwell) window is treated as a habitable room window (given its adjacency to the living room) the impact to it is acceptable. If the upper (stairwell) window is treated as a non-habitable room window there is no need to assess it at all.
- 7.7.11. It is therefore considered that the extent of overshadowing is not unreasonable
- 7.7.12. In terms of the southern side boundary, there is no visual impact given the mixture of building materials and the orientation of the building, through which most of the building is positioned away from the boundary.
- 7.7.13. In terms of the southern side boundary, there is no incompatibility with prevailing building setbacks. Figure 1 shows the similarities in building orientation and building setback of several adjoining dwellings to the south including the neighbouring dwelling to the south. This neighbouring dwelling to the south is also outside the building envelope with a 1m setback to the shared boundary).

## 8. Referrals

### 8.1 TasWater

The proposal was referred to TasWater who provided conditions that must be included in any permit granted.

### 8.3 Council's Technical Officer

Council's Technical Officer provided the following comments.

*The property fronts Jetty Road which is constructed to an urban standard with kerb and channel and concrete footpath. The lot does not have a crossover or driveway apron. A crossover and apron to the lot is proposed.*

*The applicant proposes that each unit incorporates a double garage and an additional car space at the front of each unit.*

*The applicant proposes SW drainage will discharge to the kerb. According to Council records there is no piped system in the vicinity of the lot.*

## 9. Concerns raised by representors

The following table outlines the issues raised by the two representations.

<b>Issue</b>	<b>Response</b>
Impact to residential amenity through loss of privacy and overshadowing.	Privacy and overshadowing have been addressed earlier in this report.
Lack of shadow diagrams in application	Shadow diagrams are not a mandatory requirement. The above confirms that shadowing is not unreasonable. A requirement for shadow diagrams from the applicant would have been excessive.
Wastewater	<p>A wastewater report was submitted with the application to indicate that sufficient room was available on site for onsite wastewater management.</p> <p>Approval under the planning scheme is not required for the detail of the system proposed. The system will require a plumbing permit which will be assessed against relevant design standards.</p> <p>The planning plans do show that the land application area for the wastewater management system is 1m from the side boundary. The proposal plans omit the neighbouring rumpus room which has a boundary wall with the subject site. The distance between land application areas and buildings is at least 2m. This matter has been raised with the applicant and the wastewater system designer to incorporate an appropriate update in any future plumbing permit application.</p>

## 10. Conclusion

The proposal satisfies the relevant provisions of the *Glamorgan Spring Bay Interim Planning Scheme 2015* as outlined in this report and is recommended for conditional 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 two visitor accommodation buildings at 28 Jetty Road, Coles Bay (DA2017/277), be APPROVED subject to the following conditions:

1. Use and development must be substantially in accordance with the endorsed plans and documents unless modified by a condition of this permit.

*Advice: Any changes may either be deemed as substantially in accordance with the permit or may first require a formal amendment to this permit or a new permit to be issued.*

2. The maximum occupancy at any one time for visitor accommodation use shall not exceed 2 persons per bedroom.

This maximum occupancy must be made clear on all advertising and through signage provided in a clearly visible internal or external location near the front entrance to the building.

3. All plans and documentation submitted for any future building or plumbing permit for works endorsed by this permit must show:
  - An external screen to the southern most living room window of the rear lot in order to limit direct views to the adjoining dwelling to the south or equivalent means such as increased sill height or non-transparent glass.
4. Use and development must comply with the requirements of TasWater specified by 'Submission to Planning Authority Notice' reference number TWSA 2017/01819-GSB, dated 20/11/2017 and attached to this permit.
5. Prior to the commencement of the use the private open space areas must be formed so that they are suitable for use and be fenced and landscaped in accordance with the endorsed plans and to the satisfaction of Council's General Manager.
6. Prior to the commencement of use, the car parking spaces and vehicle manoeuvring areas shown on the endorsed plan must be provided on-site and must be available for car parking at all times.

Each external space must be at-least 5.4m long and 2.4m wide with an additional 0.3m clearance from any nearby wall, fence or other obstruction.

The maximum gradient of each space is 1 in 20 measured parallel to the angle of parking and 1 in 16 in any other direction.

7. To the satisfaction of Council's General Manager, the internal driveway including turning areas and any area set-aside for vehicle parking:
  - (a) Be constructed with a durable all weather pavement;
  - (b) Have a sealed surface of concrete;
  - (c) Be formed to ensure stormwater is suitably contained, drained and managed; and
  - (d) Be completed prior to commencement of the use.
8. To the satisfaction of Council's General Manager, surface water runoff from the internal driveway and areas set-aside for vehicle parking and turning must be controlled and drained to avoid unreasonable impact to adjoining land and directed to a legal point of discharge.

*Advice: The design of drainage associated with driveways, parking areas and buildings is regulated under the Building Act 2016 and may require a Certificate of Likely Compliance or Plumbing Permit under the Building Act 2000.*



9. Prior to the commencement of the use, a reinforced concrete access must be constructed from the edge of the seal of the public road to the boundary of the lot at the location shown on the endorsed plans.
10. The vehicular access must be in accordance with standard drawing TSD-R09-v1 and must include:
  - a. A minimum width of 5.5m for a minimum distance of 6.0m from the kerb.
  - b. Reinforced concrete surface

*Advice: standard drawings are available at*  
<http://www.lgat.tas.gov.au/page.aspx?u=658>

11. Prior to the issue of a building permit, a detailed car parking plan prepared and certified by a qualified civil engineer or other competent person must be submitted showing:
  - a. Location and dimension of all car parking spaces, access, aisles and turning areas;
  - b. Turning paths;
  - c. Pavement construction;
  - d. Line marking or other delineation.
  - e. Design surface levels and drainage.

If satisfactory, the car parking plan will be endorsed and will form part of this permit.

12. Stormwater drainage 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 2016*.
13. Through the construction process to the satisfaction of Council's General Manager, and unless otherwise noted on the endorsed plans or approved in writing by Council's General Manager, the developer must:
  - a. Ensure soil, building waste and debris does not leave the site other than in an orderly fashion and to be disposed of at an approved facility.
  - b. Not burn debris or waste on site.
  - c. Promptly pay the costs associated with any alteration, extension, reinstatement, repair or cleaning of Council infrastructure, public land or private property.
  - d. Ensure public land, footpaths and roads are not unreasonably obstructed by vehicles, machinery or materials or used for storage.
14. No top soil is to be removed from the site.
15. The developer shall provide a commercial skip 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.

16. The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

*Advice: The developer may submit photographs showing the existing condition of roads, footpaths, kerb and gutter and similar in the nearby area as evidence of the existing conditions prior to any works occurring.*

## DEVELOPMENT APPLICATION 17277 Two Visitor Accommodation Units 28 Jetty Road, Coles Bay





# Dale Lawrence New Visitors Accommodation 28 Jetty Road Coles Bay TAS 7215

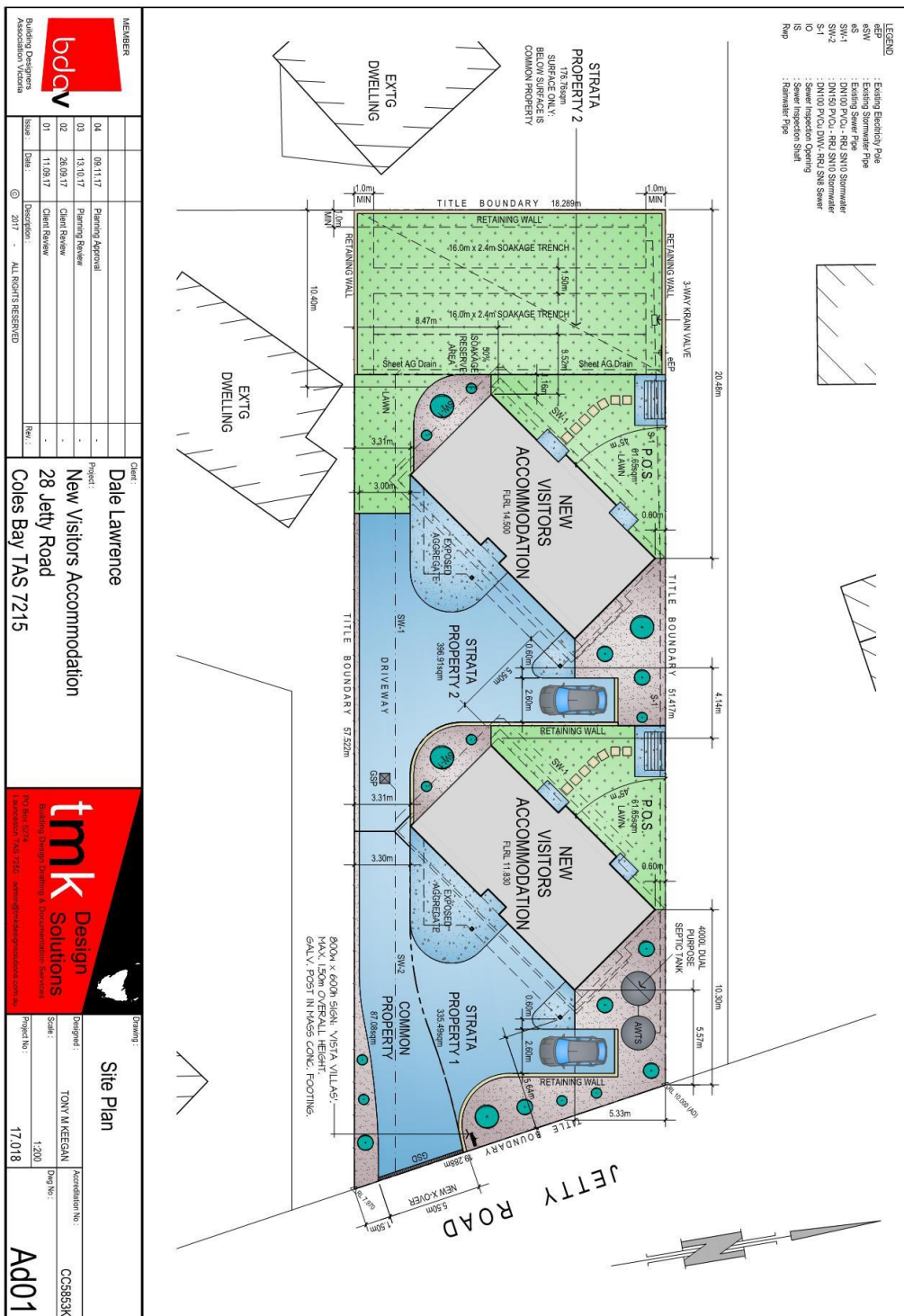
PID: 5285533 Title Volume 85003 Folio 2

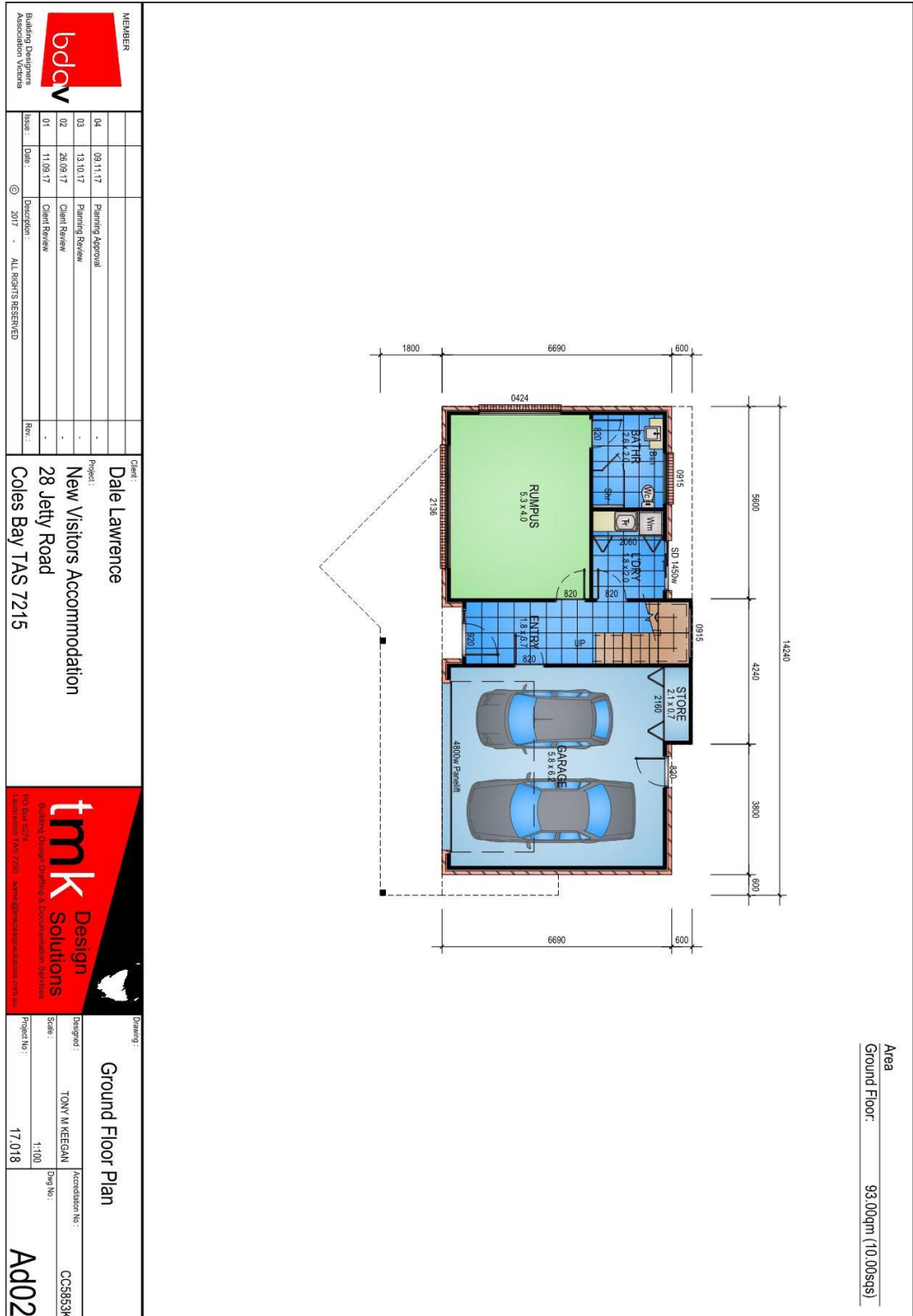
## Architectural

A001:	Site Plan	1:200
A002:	Ground Floor Plan	1:100
A003:	First Floor Plan	1:100
A004:	Elevations	1:100

Designed:	TONY M KEEGAN	Accreditation No:	CC3853K
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### 3.2 SA1408 & SA1502 – Minor Amendment, 11610 Tasman Hwy Swansea and 18589 Tasman Hwy Bicheno

#### Planning Assessment Report

<b>Proposal:</b>	<b>Minor Amendment – part removal of condition</b>
<b>Applicant:</b>	<b>Andy Hamilton &amp; Associates</b>
<b>Location:</b>	<b>11610 Tasman Highway, Swansea (SA 2015/02)</b> <b>18589 Tasman Highway, Bicheno (SA 2014/08)</b>
<b>Planning Document:</b>	<b>Glamorgan Spring Bay Interim Planning Scheme 2015 (Interim Scheme)</b>
<b>Zoning:</b>	<b>Rural Resource Zone</b>
<b>Application Date:</b>	<b>29 November 2017 (of minor amendment request)</b>
<b>Statutory Date:</b>	<b>Nil</b>
<b>Discretions:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Author:</b>	<b>Shane Wells, Manager Planning and Special Projects</b>

#### 1. Executive Summary

- 1.1. A request for a minor amendment to two subdivision permits has been received.
- 1.2. For both permits, the request seeks to modify the specifics of the requirement for a Part 5 Agreement with Council to be entered into.
- 1.3. The Part 5 Agreements on both permits require (a) a farm management plan for each lot (b) dwellings to be built once an agricultural use is established (c) protection of native vegetation, and (d) limitations on Tasman Highway access.
- 1.4. The specific modification sought is to remove the requirement for the Part 5 Agreement to stipulate in what circumstances a house may be developed on the approved lots. The relevant condition is below:

*... a dwelling is discretionary only if integral to the agricultural use and will not be approved by Council on any lot unless there is an approved farm management plan for that lot, Council is satisfied that substantial commencement of an intensive agricultural activity has occurred and that the dwelling would not conflict with neighbouring activities. The council must be satisfied that the rural activity shall be the primary activity on that lot.*

- 1.5. Both permits were issued under the 1994 planning scheme.

- 1.6. The request is made principally on the basis that since the permits were issued, a new planning scheme has been adopted and that planning scheme provides specific clauses that address when a dwelling should be approved on agricultural land.
- 1.7. The request is considered reasonable and it is recommended that it be granted.

## **2. Legislative & Policy Content**

- 2.1. The purpose of this report is to enable the Planning Authority to determine the minor amendment request to SA 2014/08 and SA 2015/02.
- 2.2. 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.
- 2.3. 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.
- 2.4. This report has been prepared with appropriate regard to the State Policies that apply under the State Policies and Projects Act 1993.
- 2.5. 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. In body of report.

## **5. The Permits**

- 5.1. Both permits approved subdivisions in the Rural Zone of the 1994 Planning Scheme with lots sizes less than 80ha. The clause from the 1994 Planning Scheme is shown in section 7 of this report. Both permits were issued on the basis of expert statements on the agricultural potential of the proposed lots.

- 5.2. SA 2014/08, approved at the January 2016 Council meeting, provides 4 lots off Toxteth Court, Bicheno with lots sizes between 20ha and 24ha. Council approved that subdivision on the basis that two of the four lots had agricultural potential but two did not. Those without agricultural potential are not subject to the Part 5 Agreement requirement. The permit also requires building envelopes to be established on all lots.
- 5.3. SA 2015/02, approved in the July 2015 Council meeting, provides 4 lots from the Mayfield Property. Three lots were between 20ha and 27ha in size and are subject to the Part 5 Agreement requirement.

## **6. Specific issues with the condition**

- 6.1. In discussions with the applicant, specific issues with the condition include:
  - 6.1.1. Agricultural use for grazing, cropping, horticulture or the like does not require a planning permit. There is no planning regulation involved in starting or intensifying an agricultural use or changing from grazing to horticulture for instance. The Part 5 Agreement allows Council to regulate activities on these lots contrary to standard planning practice.
  - 6.1.2. That Council will not allow a dwelling until an 'intensive agricultural activity' has established – whereas the current planning scheme could allow a dwelling to be constructed prior to or together with the establishment of the activity.
  - 6.1.3. It is not clear what is involved in achieving substantial commencement for an 'intensive agricultural activity'.
  - 6.1.4. It is not clear what is meant by an 'intensive agricultural activity'. The 1994 scheme did not define it. It may be interpreted as increasing current yield through use of mechanisation, labour or fertiliser or reference specific types of agriculture such as poultry, horticulture or greenhouses.
  - 6.1.5. It duplicates the current planning schemes consideration of dwellings in terms of their need and their impact.
  - 6.1.6. The condition refers to both 'intensive agriculture activities' and 'rural activities' as being the primary activity, which are different things.
  - 6.1.7. It creates an expectation that if an intensive agricultural or rural activity ceased due to illness, market or environmental conditions that the residents must leave the dwelling. The capacity and practicalities to enforce that requirement is questionable.

## **7. Subdivision in the 1994 Planning Scheme Rural Zone**

- 7.1. A number of sub-80ha rural lots were approved under the 1994 Planning Scheme. A review of permits issued from 2006 onwards show that the two permits subject to this request are the only permits requiring a Part 5 Agreements limiting dwellings.
- 7.2. Sub-80ha lots had to address the following clause:

*In considering any such application the Council shall require full details of the proposal prepared by a suitably qualified independent agricultural consultant including the following:*

- I. *A written statement justifying the proposal and giving reasons why compliance with the development standards of the Rural zone is unreasonable or unnecessary in the circumstances of the proposal, and/or would tend to hinder the attainment of the above aims and objectives.*
- II. *A full report identifying the agricultural capacity of the subject land and balance land, and methods to safeguard the agricultural productivity of both.*

- 7.3. The Rural Zone allowed 20ha lots to be created on the basis that the land was either particularly good or particularly bad for agriculture. Council approved subdivision in both circumstances. For SA 2014/08 both circumstances applied within the one site.

## **8. Dwellings in the 1994 Planning Scheme Rural Zone**

- 8.1. In the 1994 planning scheme a dwelling was a discretionary use in the Rural Zone. The Zone did not have a specific clause for assessing the appropriateness of a house. Instead, assessment relied on a number of zone intent statements which are as follows:

The intent of the Rural zone is as follow.

a) to recognise the major contribution agricultural land makes towards the local economy and to protect rural Land within the planning area from use or development which may:

- I. create problems in the protection of stock or crops;
- II. increase the spread of noxious weeds.
- III. increase fire risk;
- IV. limit the potential for and operation of resource-based industry; or
- V. cause other rural land management difficulties;

b) to protect rural land from premature use or development that may:

- I. jeopardise the realisation of its long-term potential based on the optimum land capability;
- II. cause unplanned and premature pressure on the planning area for the provision of infrastructure services;
- III. adversely effect the planned consolidation of development in existing centres; or
- IV. lead to ribbon development along main traffic routes and scenic roads

c) to recognise that rural lands are significant as:

- I. a source of natural resources material and water supply;
- II. areas where the natural beauty of the landscape may be enjoyed;

and

III. a habitat for wildlife and plants and to protect and maintain these ecological and recreational assets for future enjoyment;

d) to limit residential land use in rural areas so that the optimum capability of the land is used to the maximum economic and environmental benefit of the Municipality;

e) to maintain land essentially for primary production and to allow the process of diversification, specialisation and technological advancement in the agricultural and aquaculture industries to occur;

f) retain the traditional land development pattern of cleared land for pasture or cropping on the flatter and lower sloped areas with natural tree cover on the higher and steeper slopes, hill tops, ridge lines and important skylines. Ribbon-type residential development along roads that would produce a rural residential appearance (i.e. individual smaller-sized lots with houses set at regular distances apart) are both inappropriate. Small groups of houses (i.e. up to six houses) associated with the running of properties are not inappropriate but should be sited a considerable distance from the roads and should be appropriately landscaped;

g) to limit the use or development of coastal areas and around beaches, particularly near the major towns within the area. The spread or intensification of holiday homes, permanent homes and rural residential development and the like should generally be precluded from such areas. Such areas should be retained in the existing natural or semi-natural state to protect inherent values (landscape, backdrop, scenic etc.) where the land is not suitable for agricultural or aquaculture activities; and

h) to minimise the number of access points to major roads (particularly the Tasman Highway) and ensure that where they are provided they will be safe and consistent with the character and amenity of the area.

i) to promote sustainability of land use, discretionary use or development that is compatible with the environs and will not prejudice the operation of working farms should be encouraged.

## 9. Justification for the condition

9.1. For SA 2014/08, the officers report noted:

Given the need for site specific management strategies for future agricultural use of the land, it is recommended that a farm management plan is prepared with any future dwelling application for proposed lots 2 and 3 to ensure they are not just used for hobby farms.

9.2. Neither the officers report or the expert report on land capability had any reference to the need to preclude dwellings prior to commencing the agricultural use.

9.3. The land capability assessment did not, in fact, identify the need for any farm/site management plan. It did note that the subdivision could support agricultural use subject to 'providing suitable land management techniques are utilised to maintain the soil resource'. Those techniques were not detailed – presumably they will be relatively standard.

9.4. For SA 2015/02, the Agricultural Report confirmed the suitability of the lots for viticulture and identified general principles to establish and maintain viticulture.

It did not discuss future dwellings on the lots.

9.5. The officer report stated:

The Report specifies the need for a secure water source to establish a viticulture enterprise and a minimum of 15ML/annum is considered necessary for each venture. Lot 2 has a significant water storage dam (45ML), which could also supply Lots 1 and 3. The subdivision has the potential to transform pasture land utilized to graze sheep into viticulture ventures. However, for these ventures to be successful, it will ultimately need to incorporate careful planning and high capital inputs. This reinforces the need for planning controls to ensure that a farm management plan is prepared with any future dwelling application.

It may also not be necessary to lock in viticulture ventures as the sole intensive agricultural pursuit for the proposed lots. It is considered appropriate to allow for some flexibility for what kind of intensive agricultural pursuit the land is used for, but this must be backed up by further reports prepared by suitably qualified consultants.

9.6. The Agricultural Report did not suggest that 'careful planning and high capital inputs' would be required. Rather, it identified the general principles and processes to follow in planning a future viticulture enterprise.

9.7. Again, the officer report did not detail the justification behind the restrictions on residential use.

## 10. Regulation of agriculture / farm management plan

10.1. Most forms of agricultural use in the Rural Resource Zone or Significant Agricultural Zone do not require planning approval. This includes changing from grazing to horticulture for instance.

10.2. The planning scheme does not require or define what a farm management plan is, and nor does the Part 5 Agreement. The following is from a Victorian Council:

A farm management plan is a plan which shows what the property is like now, what you intend doing with it, how and when you intend to do things, and what the likely financial return will be.

It should describe the layout of the property, the physical characteristics of the land in terms of soil type, slope, conditions of rivers or streams and other physical features including dams, wood lots, scattered trees, fences and any physical improvements proposed.

The plan should also describe the current and intended use of the land as a farm. The plan should also indicate the site, size and scope of any proposed developments. It should also give an indication as to the reason the proposed developments are thought to be necessary.

The Farm Management Plan is required by Council to assist the Planning Officers to make a judgment as to whether, if the intended development is carried out, the enterprise will meet Council's planning guidelines.

...

If, as part of the farm management plan, you intend to build a house, there needs to be a justification in the plan as to why that house would be necessary. It is not automatically the case that a farmer must live on the land that is being farmed, and it is a requirement of the plan to build your case as to why you require a dwelling. It is also necessary for individuals to provide real evidence to show that the property in question will be able to be developed, and then will be sustainable in the long term. It is also necessary to demonstrate that the proposed rural enterprise is compatible with existing land use and will not have a detrimental impact on adjoining properties.

- 10.3. In the above case, the farm management plan would support the process of planning regulation of a new or intensified agricultural activity.
- 10.4. Farm management plans (or similar documents) are required in Tasmania for farmers connected to the Tasmanian Irrigation Pty Ltd schemes.

## 11. The history of the condition

- 11.1. The condition subject to the request was based on conditions used in the Brighton municipal area along Elderslie Road which was given subdivision approval in order to create 5ha lot sizes for intensive agricultural use. The condition / Part 5 Agreements are not enforced with houses approved on the basis of hobby pursuits.

## 12. The Interim Planning Scheme

- 12.1. A dwelling in the Rural Resource Zone or Significant Agricultural Zone is subject to the following clause

A sensitive use must not unreasonably convert agricultural land or conflict with or fetter non-sensitive use on adjoining land having regard to all of the following:

- (a) *the characteristics of the proposed sensitive use;*
- (b) *the characteristics of the existing or likely non-sensitive use on adjoining land;*
- (c) *setback to site boundaries and separation distance between the proposed sensitive use and existing or likely non-sensitive use on adjoining land;*
- (d) *any characteristics of the site and adjoining land that would buffer the proposed sensitive use from the adverse impacts on residential amenity from existing or likely non-sensitive use.*

## 13. Future Statewide Planning Scheme

- 13.1. A dwelling in the Agriculture Zone is subject to the following:

A Residential use listed as Discretionary must:

- (a) be required as part of an agricultural use, having regard to:
  - (i) the scale of the agricultural use;

- (ii) the complexity of the agricultural use;
  - (iii) the operational requirements of the agricultural use;
  - (iv) the requirement for the occupier of the dwelling to attend to the agricultural use; and
  - (v) proximity of the dwelling to the agricultural use; or
- (b) be located on a site that:
- (i) is not capable of supporting an agricultural use;
  - (ii) is not capable of being included with other agricultural land (regardless of ownership) for agricultural use; and
  - (iii) does not confine or restrain agricultural use on adjoining properties.

#### **14. Discussion**

- 14.1. The restriction on a dwelling on these lots such that the agricultural use must be established prior to dwelling is not considered to be justified and is considered to be an unreasonable condition.
- 14.2. Given the current interim scheme and future statewide scheme, both address the construction of a dwelling on an agricultural lot, there is no need for any Part 5 Agreement restriction. Part 5 Agreements should not, and cannot, override the planning scheme.
- 14.3. If the planning scheme tests are satisfied and it is shown that a dwelling is a necessary part of an agricultural use, it seems illogical to only allow that dwelling to be built once the agricultural use is established. It forces the farmer to establish their agricultural use remotely which can only hinder the use.
- 14.4. The requirement for a farm management plan is inconsistent with planning scheme controls which do not require agricultural activities to be regulated by Planning Authorities. It is not proposed to vary this part of the condition. The condition is unnecessary but it is not subject to the minor amendment request and its retention should be sufficient to address any concerns.

#### **12. Conclusion**

The proposal satisfies the relevant provisions of the Glamorgan Spring Bay Interim Planning Scheme 2015 as outlined in this report and is recommended for approval.

#### **13. Recommendations**

That pursuant to section 56 of the Land Use Planning and Approvals Act 1993:

- (a) Permit SA 2014/08 be amended to delete part (b) of condition 8.
- (b) Permit SA 2015/02 be amended to delete part (b) of condition 8.

## **SUBDIVISION APPLICATION 14008**



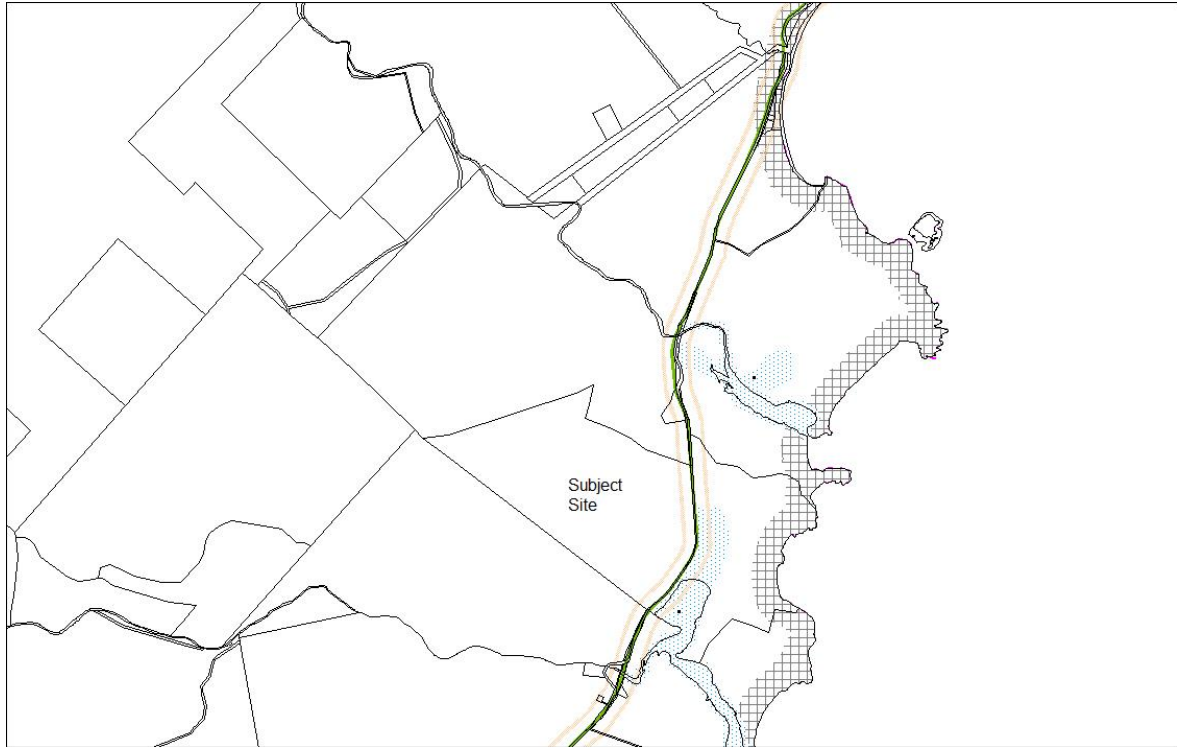
## Subdivision into Four Lots RA18589 Tasman Highway, Bicheno



## **SUBDIVISION APPLICATION SA15002**

### **Subdivision into Four Lots**

### **RA11610 Tasman Highway, Swansea**





**Andy Hamilton & Associates Pty Ltd**

**PO Box 12, KINGSTON BEACH, Tas 7050**

Harveys Farm Road, Bicheno Tasmania

0418 593 300

ashassoc@bigpond.com

ABN 67126174187

Shane Wells  
Planning Dept  
Glamorgan Spring Bay Council  
PO Box 6  
Triabunna 7190

28-11-17

Dear Shane

**Minor Amendment Request SA15-2 (Mayfield South),  
SA14/8(Toxteth Crt) and extension of time request SA14/8.**

As discussed, given transition of planning schemes since issue of permits and relevant controls re residences in rural resource zone in the new interim planning scheme, we hereby apply for minor amendments to permits SA 15/2 and SA14/8 to remove clause 8b from the part 5 agreement requirements for both permits.

I have discussed this with owners of both sites, Bruce Dunbabin and Derek Freeman.

With regards SA14/8, we hereby seek an extension of time on behalf of Mr Freeman - please provide an invoice in this.

Yours faithfully  
A S Hamilton

\*Registered Land Surveyors. \*Planners and Development Mentors. \*Negotiators \*Cadastral, Engineering and Hydrographic Surveying.

### 3.3 DA17245 – Mediation Proposal, Multiple Dwellings at 1 Aqua Sands Drive, Swansea

<b>Proposal:</b>	<b>Dwelling</b>
<b>Applicant:</b>	<b>GH Design &amp; Drafting</b>
<b>Location:</b>	<b>1 Aqua Sands Drive, Swansea</b>
<b>Planning Document:</b>	<b>Glamorgan Spring Bay Interim Planning Scheme 2015</b>
<b>Zoning:</b>	<b>General Residential Zone</b>
<b>Attachments:</b>	<b>3D perspectives</b>

#### A. BACKGROUND

At its November 2017 meeting, Council refused the application for multiple dwellings for the following reasons:

##### ***Decision: 145/17***

*Moved Cllr Jenifer Crawford, seconded Cllr Mick Fama, that this application is refused as it does not comply with 10.4.2 with setback, building envelope 10.4.2, private open space 10.4.3 and front fence 10.4.7.*

***The motion was put and carried  
(4 Votes to 3)***

*For: Cllr Jenifer Crawford, Cllr Mick Fama, Cllr Jenny Woods, Cllr Debbie Wisby.*

*Against: Acting Mayor Cheryl Arnol, Cllr Britt Steiner, Cllr Parker.*

The applicant appealed the refusal. That process has not formally commenced, however a request has been received to review the refusal.

The refusal grounds lack any detail or specifics. They do not meet any requirement of the RMPAT Practice Directions ([http://www.rmpat.tas.gov.au/practice\\_directions](http://www.rmpat.tas.gov.au/practice_directions)) in terms of appropriate grounds of refusal.

#### B. MEDIATION PROPOSAL

The applicant has asked that Council revisit its decision to refuse and point to the recommendation for approval provided to Council.

No changes to the development are proposed. The application has provided 3D presentation material which was prepared after the application was submitted to Council.

## Options

There are two options available at this time.

1. Council confirms its refusal.
2. Council agrees that a permit can be issued for the proposal through the appeal process in accordance with the originally recommended permit conditions or variation to.

## C. CONCLUSION

In accordance with the original recommendation to Council, the application is appropriate for approval.

## D. RECOMMENDATION

That pursuant to Section 17 of the Resource Management and Planning Appeal Tribunal Act 1993 Council agrees to a consent memorandum being endorsed by Council staff that has the effect of approving DA 2017/245 subject to the following conditions as per the original recommendation:

1. Use and development must be substantially in accordance with the endorsed plans and documents unless modified by a condition of this permit.

Advice: Any changes may either be deemed as substantially in accordance with the permit or may first require a formal amendment to this permit or a new permit to be issued.

2. All plans and documentation submitted for any future building or plumbing permit for works endorsed by this permit must show:
  - The vehicle crossover being no more than 6m wide, and
  - Any solid front fencing being no higher than 1.5m or otherwise in accordance with the Acceptable Solution for fencing of frontages within the General Residential Zone.

Advice: this condition is imposed to minimise visual impact from fencing and vehicle access.

3. Use and development must comply with the requirements of TasWater specified by 'Submission to Planning Authority Notice' reference number TWSA 2017/00245, dated 16/10/2017 and attached to this permit.
4. Prior to the commencement of the use the private open space areas must be formed so that they are suitable for use and be fenced and landscaped in accordance with the endorsed plans and to the satisfaction of Council's General Manager.
5. Prior to the commencement the mail box, clothes lines and external recycling / rubbish wheelie bin storage areas must be provided.
6. Prior to the commencement of use, the car parking spaces and vehicle manoeuvring areas shown on the endorsed plan must be provided on-site and must be available for car parking at all times.

Each external space must be at-least 5.4m long and 2.4m wide with an additional 0.3m clearance from any nearby wall, fence or other obstruction.

The maximum gradient of each space is 1 in 20 measured parallel to the angle of parking and 1 in 16 in any other direction.

7. To the satisfaction of Council's General Manager, the internal driveway including turning areas and any area set-aside for vehicle parking:
  - (a) Be constructed with a durable all weather pavement;
  - (b) Have a sealed surface of either concrete; and
  - (c) Be formed to ensure stormwater is suitably contained, drained and managed.
8. To the satisfaction of Council's General Manager, surface water runoff from the internal driveway and areas set-aside for vehicle parking and turning must be controlled and drained to avoid unreasonable impact to adjoining land and directed to a legal point of discharge.

Advice: The design of drainage associated with driveways, parking areas and buildings is regulated under the Building Act 2016 and may require a Certificate of Likely Compliance or Plumbing Permit under the Building Act 2000.

9. Prior to the commencement of the use, a reinforced concrete access must be constructed from the edge of the seal of the public road to the boundary of the lot at the location shown on the endorsed plans.

The width, gradient and construction must be in accordance with standard drawing TSD-R09-v1.

Advice: standard drawings are available at  
<http://www.lgat.tas.gov.au/page.aspx?u=658>

10. Prior to the issue of a building permit, a detailed car parking plan prepared and certified by a qualified civil engineer or other competent person must be submitted showing:
  - a. Location and dimension of all car parking spaces, access, aisles and turning areas;
  - b. Turning paths;
  - c. Pavement construction;
  - d. Line marking or other delineation.
  - e. Design surface levels and drainage.

If satisfactory, the car parking plan will be endorsed and will form part of this permit.

Note: the extent of turning areas shown on the endorsed plans and as modified by condition 2 may be capable of further reduction. The car parking plan need only show concrete turning areas to the minimum extent necessary to comply with the Standard drawings.

11. Stormwater drainage 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 2016.

Advice: The stormwater main in Aqua Sands Drive, as shown on the application documents, does not exist. A connection will need to be made to the stormwater main in Old Spring Bay Road or an outlet to the kerb provided in Aqua Sands Drive.

12. Through the construction process to the satisfaction of Council's General Manager, and unless otherwise noted on the endorsed plans or approved in writing by Council's General Manager, the developer must:
  - e. Ensure soil, building waste and debris does not leave the site other than in an orderly fashion and to be disposed of at an approved facility.
  - f. Not burn debris or waste on site.
  - g. Promptly pay the costs associated with any alteration, extension, reinstatement, repair or cleaning of Council infrastructure, public land or private property.
  - h. Ensure public land, footpaths and roads are not unreasonably obstructed by vehicles, machinery or materials or used for storage.
13. No top soil is to be removed from the site.
14. The developer shall provide a commercial skip 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.
15. The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

Advice: The developer may submit photographs showing the existing condition of roads, footpaths, kerb and gutter and similar in the nearby area as evidence of the existing conditions prior to any works occurring.





NORTH WEST VIEW



NORTH EAST VIEW

**UNIT 001**



SOUTH EAST VIEW



SOUTH WEST VIEW

**UNIT 001**



NORTH WEST VIEW



NORTH EAST VIEW

**UNIT 002**



SOUTH EAST VIEW



SOUTH WEST VIEW

**UNIT 002**



















**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.**

<b>Recommendation</b>
That Council no longer acts as a Planning Authority. (Time: )

## 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. Information Reports

### 5.1 General Manager, David Metcalf

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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. Generally workshops are scheduled on the second Tuesday of each month and on the day of a Council meeting, unless otherwise required. The December Council meeting is on Tuesday 12<sup>th</sup> December 2017 at 5.00pm in Triabunna, followed by the Annual General Meeting at 7pm.

#### **Medical Services**

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

#### **Corporate Services**

Review of some of Council's strategic plans and reports is underway. Several long term plans need updating. These will be presented to Council in the first quarter of 2018. These have been slightly delayed because of delays in receiving audited reports.

#### **Cash and Investments**

Cash and Investments at the end of November 2017 were \$2,375K against November 2016 \$2,174K, November 2015 \$2,409K, and November 2014 \$2,836K. Considering the level of capital works carried out in the last five years, and the transfer of cash to enable the purchase of the new Council offices in Triabunna (settled on 20<sup>th</sup> December 2013), and the building of the new emergency services building in Swansea (completed in 2016), it is a pleasing result. This has caused a cash drain of over \$2 million whilst other capital and new works have been above the KPI set by the audit office. Surplus properties are being placed on the market.

#### ***'Community Connect' Sessions***

In discussion with the Mayor and Deputy Mayor, it has been decided to reintroduce the "Community Connect" sessions that the former Mayor and I conducted in the community. However, these will be on a less formal basis than before and will occur every two months in different towns. The first of these sessions was held at the Bicheno Men's Shed on Monday the 4<sup>th</sup> December and approximately 30 members of the Bicheno community attended. They will usually occur on a Monday and the next meeting in Swansea will be announced shortly but will occur by the end of February. Of course it is expected the Mayor and General Manager will be in attendance. However, all Councillors are invited to attend.

A proposed timetable and notice will be issued shortly for distribution to relevant community organisations, for publication in local newsletters and to be placed on community notice boards and on Council's website.

# Statement of Cash Flows

Glamorgan Spring Bay Council  
For the 5 months ended 30 November  
2017

Account	Jul-Nov 2017
<b>Cash Flows from Operating Activities</b>	
Receipts from customers	10,802,007.88
Payments to suppliers and employees	(5,563,986.99)
Cash receipts from other operating activities	(150,716.86)
<b>Total Cash Flows from Operating Activities</b>	<b>5,087,304.03</b>
<b>Cash Flows from Investing Activities</b>	
Payment for property, plant and equipment	(166,160.48)
Other cash items from investing activities	(3,810,424.80)
<b>Total Cash Flows from Investing Activities</b>	<b>(3,976,585.28)</b>
<b>Cash Flows from Financing Activities</b>	
Other cash items from financing activities	(255,167.35)
<b>Total Cash Flows from Financing Activities</b>	<b>(255,167.35)</b>
<b>Net Cash Flows</b>	<b>855,551.40</b>
<b>Cash Balances</b>	
Cash and cash equivalents at beginning of period	1,518,345.43
Cash and cash equivalents at end of period	2,374,808.55
<b>Net change in cash for period</b>	<b>856,463.12</b>



<b>CURRENT RATES BALANCE 30th November 2017</b>		
Balance Brought Forward	-\$29,742.47	
Plus:		
Interest Charged	\$5,195.79	
Rates Levied	\$7,501,272.86	
Debit Journals	\$16,111.63	
Sub Total	<b>\$7,492,837.81</b>	
Less:		
Receipts	\$4,754,562.13	
Pension Rebates	\$241,958.35	
Credit Journals	\$56,481.73	
Supplementary Credits	\$36,759.98	
Discounts	\$72,370.87	
Rates Balance	<b>\$2,330,704.75</b>	
Discount Date/Rate 01/08/2016 3.0%		
Installments		
	26/08/2017	
	6/10/2017	
	12/01/2018	
	6/04/2018	

## Property Information

Property transactions for the YTD in November are 23% up on last year. This is showing a very pleasing trend as investors and families invest in our area. There are an extra 78 property transactions this financial year compared to the year before.

<b><i>Property Settlement Certificates</i></b>												
	132-2012	337-2012	132-2013	337-2013	132-2014	337-2014	132-2015	337-2015	132-2016	337-2016	132-2017	337-2017
July	32	13	36	18	14	6	42	17	42	18	47	18
August	21	10	23	11	16	11	30	14	50	26	58	28
September	33	14	22	13	38	21	34	18	43	20	51	27
October	47	26	49	24	40	24	40	18	37	18	57	37
November	32	15	42	25	42	23	43	24	53	30	60	32
December	18	8	33	17	37	20	48	21	35	17		
January	39	21	39	26	46	26	62	28	46	23		
February	21	11	38	18	49	26	45	26	72	33		
March	37	22	36	24	48	26	46	21	87	41		
April	33	18	47	22	37	21	39	24	48	21		
May	24	14	50	27	58	30	58	31	50	27		
June	22	9	27	16	24	16	26	10	31	16		
<b>Total</b>	<b>359</b>	<b>181</b>	<b>442</b>	<b>241</b>	<b>449</b>	<b>250</b>	<b>513</b>	<b>252</b>	<b>594</b>	<b>290</b>	<b>273</b>	<b>142</b>
<b>TOTAL</b>		<b>540</b>		<b>683</b>		<b>699</b>		<b>765</b>		<b>884</b>	<b>415</b>	

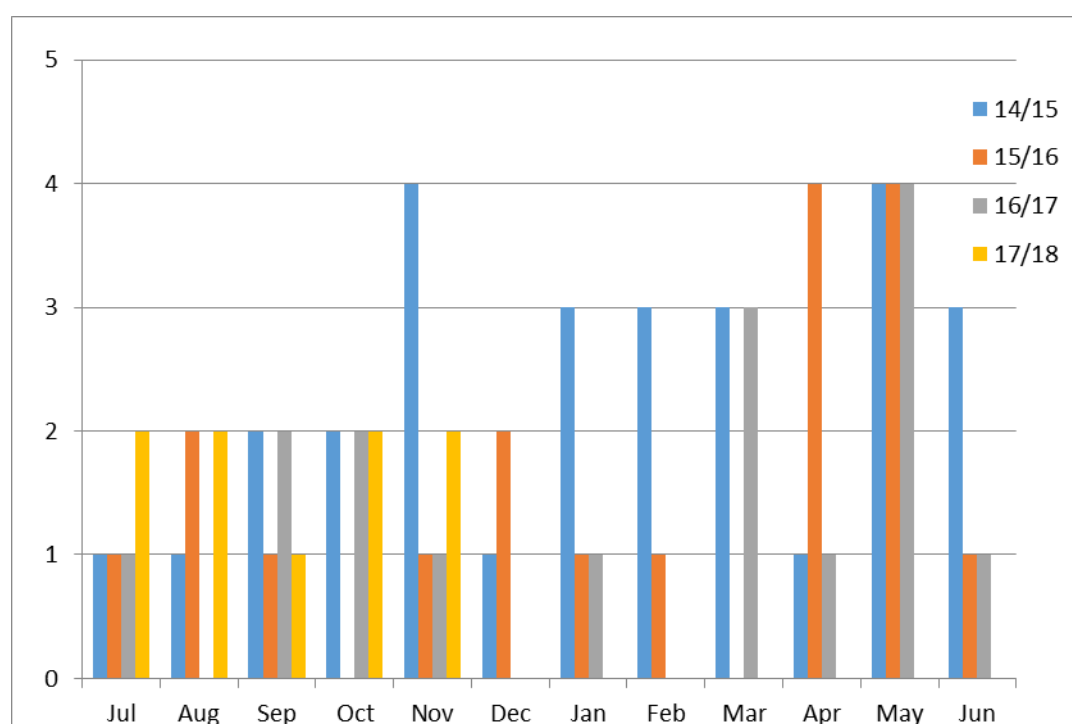
## Human Resources

Council's Human Resource consultant has commenced work with the management team on developing a new performance management system for all Council workers. Some additional draft LGAT Workplace Behaviour Policies have also been reviewed and are being implemented. This includes a Training and Development Policy.

## Health, Safety, Other

There was two lost time injuries YTD amounting to 420.5 lost time hours. There has been one motor vehicle claim this year. There have been 8 workplace reported incidents YTD, no community incidents reported YTD and there were no staff resignations in November

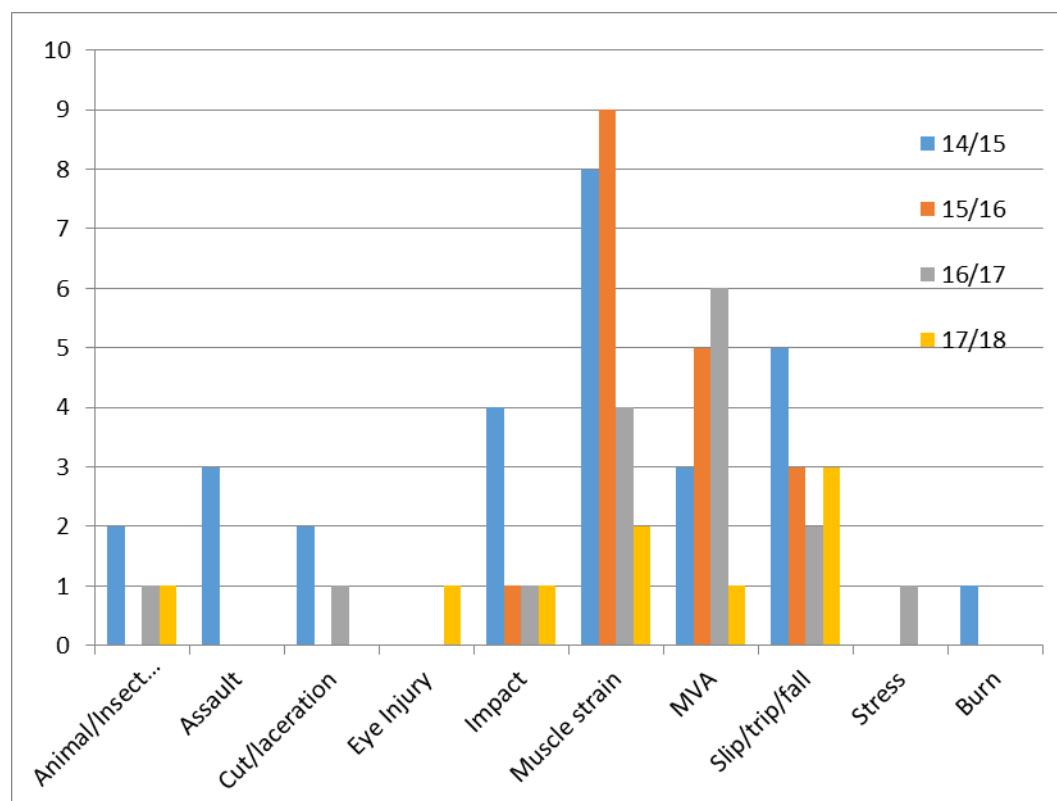
### Incident / Accident Reporting Numbers 2013 till November 2017



**Analysis:** Incident / Accident reports for 2017 are trending as per last years.



## Incident / Accident Reporting by type 2013 till November 2017



**Analysis:** The incident / accident reporting for 2017 mirror the report types from previous years. The only identifiable trend in the reporting for 2017 is that MVA and muscle strain remains the main incident / accident area.

## Visitor Centres

Glamorgan Spring Bay Council operates three visitor centres throughout the municipal area. They are all Yellow "I" centres. Visitor numbers through the centres are up by 37% on last year to date, meaning an extra 7997 visitors have used the network. Triabunna has seen a doubling of the visitor numbers since last October.

Visitor Numbers												
MONTH	BICHENO 2015-2016	BICHENO 2016-2017	BICHENO 2017-2018	SWANSEA 2015-2016	SWANSEA 2016-2017	SWANSEA 2017-2018	TRIABUNNA 2015-2016	TRIABUNNA 2016-2017	TRIABUNNA 2017-2018	TOTAL 2015-2016	TOTAL 2016-2017	TOTAL 2017-2018
JULY	765	819	886	774	749	809	905	1095	1459	2444	2663	3154
AUGUST	609	659	736	686	634	765	729	924	1234	2024	2217	2735
SEPTEMBER	1447	1405	1285	1106	1143	973	1095	1317	2566	3648	3865	4824
OCTOBER	2133	2112	2395	1617	1635	1965	1824	2192	3990	5574	5939	8350
NOVEMBER	2686	2493	2829	2474	2208	2473	2696	2414	5431	7856	7115	10733
DECEMBER	3409	2877		2598	2633		2865	3338		8872	8848	0
JANUARY	5073	4886		3968	4670		4695	6567		13736	16123	0
FEBRUARY	4245	4704		5141	4778		5290	7734		14676	17216	0
MARCH	3414	3629		3794	4505		4044	6167		11252	14301	0
APRIL	2183	2331		2146	2420		2766	6050		7095	10801	0
MAY	1085	1086		1048	1241		1124	1985		3257	4312	0
JUNE	707	706		784	685		1077	1174		2568	2565	0
TOTAL	27756	27707	8131	26136	27301	6985	29110	40957	14680	83002	95965	29796



As at 30 November 2017					
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
<b>Roads, Footpaths, Kerbs</b>					
Coles Bay - Freycinet Drive	Kerbing Esplanade to Reserve Road				
Bicheno - Foster Street Kerb	Murray St to Barrett Ave - North Side 95m				Future
Bicheno - Foster Street Kerb	Barrett Ave to Lovett St - North Side 95m				Future
Bicheno - Foster Street Kerb	Barrett Ave to Lovett St - South Side 95m				Future
Bicheno - Foster Street Footpath	Barrett Ave to end (medical centre) 130m				Future
Bicheno - Foster Street Footpath	Murray St to Barrett Ave - North Side 130m				Future
Swansea - Old Spring Bay Road	Kerb and gutter Aqua Sands to Cathcart western side				Future
Orford - Rheban Road, Spring Beach	R2R Road sealing			COMPLETE	
Triabunna - Tasman Hwy / Vicary St Roundabout	Roundabout Construction				Future
Triabunna - Vicary St, Stage 1	Tas Hwy to school boundary and 100m Esplanade				Future
<b>TOTAL</b>		<b>921,700</b>	<b>39,072</b>		
<b>PG, Walking Tracks, Cemeteries</b>					
Bicheno Triangle Upgrade	Development construction (stage one)				Future
Buckland Streets	Tree Planting stage 2			COMPLETE	
Triabunna - Cemetery	Concrete burial beams in new lawn section				
<b>TOTAL</b>		<b>655,500</b>	<b>24,692</b>		
<b>Stormwater, Drainage</b>					
Triabunna - Lord St	Stormwater line extension 100m Installation				
Coles Bay - Freycinet Dv and Esplanade	Stormwater upgrade			In Progress	
Stormwater Catchment Plans	Orford and Swansea				
<b>TOTAL</b>		<b>109,500</b>	<b>0</b>		
<b>Bridges and Culverts</b>					
Swansea - Old Spring Bay Road	Road Culvert Crossing				Future
<b>TOTAL</b>		<b>78,500</b>	<b>0</b>		
<b>Council Buildings</b>					
Triabunna Rec Ground Clubrooms	Construct new extension				
Triabunna - New Visitors Centre	New Building				Future
Bicheno Medical Centre	Monitored Security Installation				
Swansea Loo with a View	New constructed toilets / disability access				
Swansea SES Storage Shed	Construct storage shed behind new facility				
Swansea House - 8 Noyes Street	Carport and Driveway/crossover			COMPLETE	
<b>TOTAL</b>		<b>1,042,000</b>	<b>27,204</b>		
<b>Marine Infrastructure</b>					
Triabunna - Marina Extension	Stages 3 and 4			In Progress	
Triabunna - New Tourist Berth Facility	New Berth			In Progress	Grant
Swansea Boat Ramp	Construction Contribution			In Progress	Grant
Orford - Prosser River	Dredging and construction work			In Progress	Grant
<b>TOTAL</b>		<b>1,680,000</b>	<b>1,103,486</b>		
<b>Plant &amp; Equipment</b>					
Free Roll	Compaction Roller			In Progress	
Water Tank trailer 1000 litre	Trailer mounted pressure pump and tank			COMPLETE	
Replacement Vehicles / Plant	Lease			In Progress	Lease
<b>TOTAL</b>		<b>234,000</b>	<b>0</b>		
<b>Waste Transfer Stations</b>					
Swansea - WTS Lease Extension	Perimeter farm fencing - lease establishment				
Swansea - WTS Tip Shop	Feasibility study to confirm business case			In Progress	Awaiting reprot
<b>TOTAL</b>		<b>13,500</b>	<b>0</b>		



As at 30 November 2017		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
<b>Sealed Road Reseals</b>					
S - Old Spring Bay Road	Reseal - Seal Change to Merideth				
S - Old Spring Bay Road	Reseal - Merideth to Pyke				
S - Old Spring Bay Road	Reseal - Pyke to Francis				
S - Old Spring Bay Road	Reseal - Francis to End Kerb				
S - Old Spring Bay Road	Reseal - End Kerb to Aqua Sands				
S - Old Spring Bay Road	Reseal - Aqua Sands to End Kerb				
S - Old Spring Bay Road	Reseal - End Kerb to Kennedia				
S - Old Spring Bay Road	Reseal - Kennedia to End Seal				
S - Kennedia Place	Reseal				
B - Foster Street	Reseal - Lovett to Barrett				Future
B - Foster Street	Reseal Barrett to Murray				Future
T - Davidson Place	Asphalt Overlay				
O - Rudd Avenue	Reseal - Walpole to Change				
O - Rudd Avenue	Reseal - Change to End				
Buckland	Jetpatcher Costs				
Triabunna	Jetpatcher Costs				
Orford	Jetpatcher Costs				
Swansea	Jetpatcher Costs				
Bicheno	Jetpatcher Costs				
Coles Bay	Jetpatcher Costs				
<b>TOTAL</b>		<b>233,156</b>	<b>0</b>		
<b>Sealed Road Pavements</b>					
S - Road Repairs	General Road Repairs Swansea				
S - Esplanade turnaround area	Asphalt resurface				
B - Road Repairs	General Road Repairs Bicheno				
C - Road Repairs	General Road Repairs Coles Bay				
O - Road Repairs	General Road Repairs Orford				
O - Lousiville Road recon	R2R Reconstruction - Tasman Hwy to Benarchie Dv				
T - Road Repairs	General Road Repairs Triabunna				
<b>TOTAL</b>		<b>648,500</b>	<b>0</b>		
<b>Unsealed Road Pavements</b>					
S - Old Coach Road	Resheet 500m				
B - Rosedale Road	Resheet 500m				
O - Wielangta Road	Reconstruction 21.5 kms			In Progress	DPIPWE allocation
T - Okehampton Road	Reconstruction 2.10 kms				
T - Seaford Road	Reconstruction 1.50 kms				
<b>TOTAL</b>		<b>1,065,000</b>	<b>322,646</b>		
<b>Kerb &amp; Gutter</b>					
S - Wellington Street	replace section adj MayShaw onstreet carpark				
<b>TOTAL</b>		<b>28,500</b>			
<b>Footpaths</b>					
S - Wellington Street	replace section adj MayShaw onstreet carpark				
<b>TOTAL</b>		<b>32,000</b>	<b>0</b>		



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
<b>Parks &amp; Reserves</b>					
A - Park Furniture replacement	Replacement			In Progress	
A - Playground Repairs - General	Replacement			In Progress	
Bicheno Lions Park Perimeter Fence	Replacement of corroded fence and posts \$100/m			In Progress	
Bicheno Lions Park BBQ's	Replace 2 corroded units			In Progress	
Bicheno Walking Track	Upgrade Foster St section (part) to asphalt				Future
Bicheno Rec Ground	Replace goal posts with 'removable' ones			COMPLETE	
Swansea - Playground Equipment	Duck Park - replace substandard equipment				Future
Replacement stands and bins	Orford / Triabunna			In Progress	
Triabunna Rec Ground Irrigation	Install new net climber			In Progress	
Triabunna Rec Ground Irrigation repairs	Repairs to existing underground lines and sprinklers			In Progress	
Spring Beach - Landscaping upgrade	Upgrade to reserve area and landscaping at Spring Beach			COMPLETE	
Park / Street bins - General	Replace old larger bins where required				
<b>TOTAL</b>		<b>195,000</b>	<b>5,518</b>		
<b>Stormwater &amp; Drainage</b>					
O - Upgrade culvert crossing Holkam Crt	Upgrade pipe size				
Swanwick - Swanwick Dye stormwater pits	Replace undersize grated pits			COMPLETE	
<b>TOTAL</b>		<b>75,000</b>	<b>24,853</b>		
<b>Council Buildings</b>					
Orford - Community Hall Toilet Upgrade	Extension toilets in main building				
Coles Bay Hall	Underpin Foundations				
Coles Bay Hall	Engineering Drawings for Extension				
Swansea Depot Shed	Replace old NRM / Works shed				Future
Swansea Museum	Interior and fence painting			COMPLETE	
Asbestos Assessment and Register	For all Council Bldgs as per building regulations				
Triabunna Toilet Replacement	Replace existing toilet block at Wharf reserve			In Progress	
<b>TOTAL</b>		<b>306,000</b>	<b>0</b>		
<b>Marine Infrastructure</b>					
Coles Bay Boatramp	Muir's Beach (erosion issue)				
Bicheno Coastal Erosion Control	Erosion control at Waubs Beach				
Swanwick Coastal Erosion Control	Erosion control Sandpiper Beach				
<b>TOTAL</b>		<b>123,000</b>	<b>0</b>		
<b>Bridges and Culverts</b>					
Swansea - Glen Gala Creek, Glen Gala Road	Replacement			In Progress	
Spring Beach - Two Mile Creek, Rheban Road	Replacement - final costs			COMPLETE	
Earlham - Earlham Creek, Earlham Road	Replacement - final costs			COMPLETE	
General Structure	Replacement - deck timbers			In Progress	
<b>TOTAL</b>		<b>210,500</b>	<b>24,565</b>		
<b>Plant &amp; Equipment</b>					
Small plant replacement	Replacements				
Plant & Machinery	Replacements				Lease
<b>TOTAL</b>		<b>230,000</b>	<b>0</b>		
<b>CAPITAL TOTAL</b>		<b>\$7,881,356</b>	<b>\$1,572,036</b>	<b>19.95%</b>	<b>COMPLETED DOLLAR VALUE</b>



<b>Profit &amp; Loss</b>					
Glamorgan Spring Bay Council					
ADMIN CORP,ECONOMIC,GOVERNANCE,SAFETY & RISK,TOURISM					
For the month ended 30th November 2017					
	YTD Actual	YTD Budget	Var AUD	Var %	
<b>Income</b>					
CONTRIBUTIONS	\$0.00	\$8,506.00	-\$8,506.00	-100.0%	(1)
GRANTS	\$33,623.75	\$78,212.00	-\$44,588.25	-57.0%	(2)
INTEREST	\$18,023.90	\$5,000.00	\$13,023.90	260.5%	(3)
INVESTMENTS:DIVIDENDS WATER CORPORATION	\$90,504.26	\$73,643.00	\$16,861.26	22.9%	(4)
NET GAIN/(LOSS) ON ASSETS	\$0.00	\$0.00	\$0.00		
OTHER INCOME	\$250,241.87	\$248,719.00	\$1,522.87	0.6%	
RATES AND CHARGES	\$5,803,491.04	\$5,898,234.00	-\$94,742.96	-1.6%	
SHARE OF GENERAL RATE	-\$4,020,744.00	-\$4,020,744.00	\$0.00	0.0%	
STATUTORY FEES AND FINES	\$32,853.43	\$31,300.00	\$1,553.43	5.0%	(5)
USER FEES	\$0.00	\$0.00	\$0.00		
<b>Total Income</b>	<b>\$2,207,994.25</b>	<b>\$2,322,870.00</b>	<b>-\$114,875.75</b>	<b>-4.9%</b>	
<b>Gross Profit</b>	<b>\$2,207,994.25</b>	<b>\$2,322,870.00</b>	<b>-\$114,875.75</b>	<b>-4.9454%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$47,145.00	\$47,145.00	\$0.00	0.0%	
EMPLOYEE BENEFITS	\$203,414.62	\$220,295.00	-\$16,880.38	-7.7%	(6)
FINANCE COSTS	-\$17,117.40	\$0.00	-\$17,117.40		(7)
IMPAIRMENT OF RECEIVABLES	\$0.00	\$0.00	\$0.00		
MATERIALS AND SERVICES	\$1,054,944.51	\$979,365.00	\$75,579.51	7.7%	(8)
OTHER EXPENSES	\$72,308.40	\$84,425.00	-\$12,116.60	-14.4%	
<b>Total Operating Expenses</b>	<b>\$1,360,695.13</b>	<b>\$1,331,230.00</b>	<b>\$29,465.13</b>	<b>2.2%</b>	
<b>Operating Profit</b>	<b>\$847,299.12</b>	<b>\$991,640.00</b>	<b>-\$144,340.88</b>	<b>-14.5558%</b>	
(1) Hard to budget					
(2) Minor dollar variance					
(3) Timing re accruals and actual					
(4) Unpredicatble payments					
(5) 132 & 337 above budget					
(6) Under budget at this time					
(7) Timing re accruals and actual					
(8) Timing -ECT Paid & other accounts will balance over time					



<b>Profit &amp; Loss</b>					
<b>Glamorgan Spring Bay Council</b>					
<b>Visitor Centres</b>					
<b>For the month ended 30th November 2017</b>					
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>	
<b>Income</b>					
OTHER INCOME	\$35,759.36	\$9,500.00	\$26,259.36	276.4%	(3)
SHARE OF GENERAL RATE	\$220,000.00	\$220,000.00	\$0.00	0.0%	
USER FEES	\$170,397.52	\$183,368.00	-\$12,970.48	-7.1%	(1)
<b>Total Income</b>	<b>\$426,156.88</b>	<b>\$412,868.00</b>	<b>\$13,288.88</b>	<b>3.2%</b>	
<b>Gross Profit</b>	<b>\$426,156.88</b>	<b>\$412,868.00</b>	<b>\$13,288.88</b>	<b>3.2187%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$1,500.00	\$1,500.00	\$0.00	0.0%	
EMPLOYEE BENEFITS	\$146,584.20	\$132,074.00	\$14,510.20	11.0%	
MATERIALS AND SERVICES	\$138,888.93	\$147,412.00	-\$8,523.07	-5.8%	(2)
<b>Total Operating Expenses</b>	<b>\$286,973.13</b>	<b>\$280,986.00</b>	<b>\$5,987.13</b>	<b>2.1%</b>	
<b>Net Profit</b>	<b>\$139,183.75</b>	<b>\$131,882.00</b>	<b>\$7,301.75</b>	<b>5.5366%</b>	
<b>(1) Income slightly below budget at this stage</b>					
<b>(2) Timing issue with accrual from last year</b>					
<b>(3) Income received in advance (Timing)</b>					



<b>Profit &amp; Loss</b> <b>Glamorgan Spring Bay Council</b> <b>MEDICAL SERVICES</b> <b>For the month ended 30th November 2017</b>				
	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>				
GRANTS	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
INTEREST	\$54.79	\$50.00	\$4.79	9.6%
OTHER INCOME	\$164,524.63	\$226,300.00	-\$61,775.37	-27.3%
RATES AND CHARGES	\$304,909.00	\$304,485.00	\$424.00	0.1%
SHARE OF GENERAL RATE	\$0.00	\$0.00	\$0.00	
USER FEES	\$0.00	\$0.00	\$0.00	
<b>Total Income</b>	<b>\$469,488.42</b>	<b>\$535,835.00</b>	<b>-\$66,346.58</b>	<b>-12.4%</b>
<b>Gross Profit</b>	<b>\$469,488.42</b>	<b>\$535,835.00</b>	<b>-\$66,346.58</b>	<b>-12.3819%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$31,970.00	\$31,970.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$183,066.90	\$214,755.00	-\$31,688.10	-14.8%
MATERIALS AND SERVICES	\$269,748.01	\$311,890.00	-\$42,141.99	-13.5%
<b>Total Operating Expenses</b>	<b>\$484,784.91</b>	<b>\$558,615.00</b>	<b>-\$73,830.09</b>	<b>-13.2%</b>
<b>Net Profit</b>	<b>-\$15,296.49</b>	<b>-\$22,780.00</b>	<b>\$7,483.51</b>	<b>32.8512%</b>
<b>(1) Needs allocating from other grant</b>				
<b>(2) Below budget at this time-Doctor Illness and holidays. Will adjust over time</b>				
<b>(3) Below budget at this time related to 2</b>				





<b>Profit &amp; Loss</b>						
<b>COUNCIL TOTAL</b>						
<b>For the month ended 30th November 2017</b>						
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>		
<b>Income</b>						
CONTRIBUTIONS	\$55,209.14	\$27,790.00	\$27,419.14	98.7%	(1)	
GRANTS	\$1,346,021.50	\$1,644,891.00	-\$298,869.50	-18.2%	(8)	
INTEREST	\$18,074.39	\$5,050.00	\$13,024.39	257.9%	(2)	
INVESTMENTS:DIVIDENDS WATER CORPORATION	\$90,504.26	\$73,643.00	\$16,861.26	22.9%	(3)	
NET GAIN/(LOSS) ON ASSETS	\$0.00	\$0.00	\$0.00			
OTHER INCOME	\$1,617,329.03	\$766,643.00	\$850,686.03	111.0%	(4)	
RATES AND CHARGES	\$7,315,660.65	\$7,401,142.00	-\$85,481.35	-1.2%		
SHARE OF GENERAL RATE	\$0.00	\$0.00	\$0.00			
STATUTORY FEES AND FINES	\$235,462.19	\$172,613.00	\$62,849.19	36.4%	(6)	
USER FEES	\$412,101.77	\$522,385.00	-\$110,283.23	-21.1%	(9)	
<b>Total Income</b>	<b>\$11,090,362.93</b>	<b>\$10,614,157.00</b>	<b>\$476,205.93</b>	<b>4.5%</b>		
<b>Gross Profit</b>	<b>\$11,090,362.93</b>	<b>\$10,614,157.00</b>	<b>\$476,205.93</b>	<b>4.4865%</b>		
<b>Less Operating Expenses</b>						
DEPRECIATION AND AMORTISATION	\$868,280.00	\$867,668.00	\$612.00	0.1%		
EMPLOYEE BENEFITS	\$1,684,315.11	\$1,756,185.00	-\$71,869.89	-4.1%		
FINANCE COSTS	\$28,146.75	\$73,992.00	-\$45,845.25	-62.0%	(7)	
IMPAIRMENT OF RECEIVABLES	\$0.00	\$0.00	\$0.00			
MATERIALS AND SERVICES	\$3,164,228.85	\$2,443,971.00	\$720,257.85	29.5%	(4)	
OTHER EXPENSES	\$78,791.16	\$84,425.00	-\$5,633.84	-6.7%		
PLANT HIRE INTERNAL - DEPARTMENTAL EXPENSE	\$181,000.00	\$188,952.00	-\$7,952.00	-4.2%		
<b>Total Operating Expenses</b>	<b>\$6,004,761.87</b>	<b>\$5,415,193.00</b>	<b>\$589,568.87</b>	<b>10.9%</b>		
<b>Operating Profit</b>	<b>\$5,085,601.06</b>	<b>\$5,198,964.00</b>	<b>-\$113,362.94</b>	<b>-2.1805%</b>		
(1) Hard to budget related to development						
(2) To do with year end accruals						
(3) Hard to predict payments						
(4) Related to extra expenses to be incurred						
(6) Increased activity						
(7) To do with year end accruals						
(8) Timing						
(9) Invoicing not complete						

## 5.2 Manager Works, Mr Tony Pollard

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

### ROADS, FOOTPATHS, KERBS:

#### NORTH

Maintenance works undertaken when required during the month.  
Maintenance potholing along Dolphin Sands Rd and Cambria Drive  
Patrol grading undertaken along Old Coach Road.

#### SOUTH

Maintenance works undertaken when required during the month.  
Patrol grading undertaken along Nugent Road.  
Table drains and culverts cleaned along Buckland Road

### WASTE TRANSFER STATIONS:

- All waste transfer stations (wts) are operating within prescribed guidelines.
- Currently liaising with JJ Richards as to the most effective way to collect cardboard produced by local business in the municipal area, to reduce the quantity going into landfill.
- Discussions are also currently in progress with Recycal to progress a proposal to introduce a full recycling system at our waste transfer stations to better manage scrap steel, e-waste, batteries and all non-ferrous metals.

## Christmas Schedule for all sites

### WASTE TRANSFER STATIONS

All waste Transfer Stations will be CLOSED on Christmas Day.  
All other days remain unchanged.  
Monday to Friday 2.30pm to 4.30pm  
Sunday 12.30pm to 4.30pm

### FREE GREENWASTE DISPOSAL

To assist residents in preparing for the bushfire season,  
Council is offering **FREE green waste disposal** at all Waste Transfer Stations  
**Monday 8th January – Sunday 14th January 2018**  
Volume restriction: Up to trailer/utility size only

### GARBAGE, RECYCLING SERVICES:

- JJ Richards current waste management contract expires in September 2022.

### KERBSIDE COLLECTION

Due to Christmas Day being on Monday this year the  
**BICHENO** normal kerbside rubbish & recycling collection  
will be undertaken on **SUNDAY 24<sup>th</sup> DECEMBER 2017**  
All other collection days remain unchanged

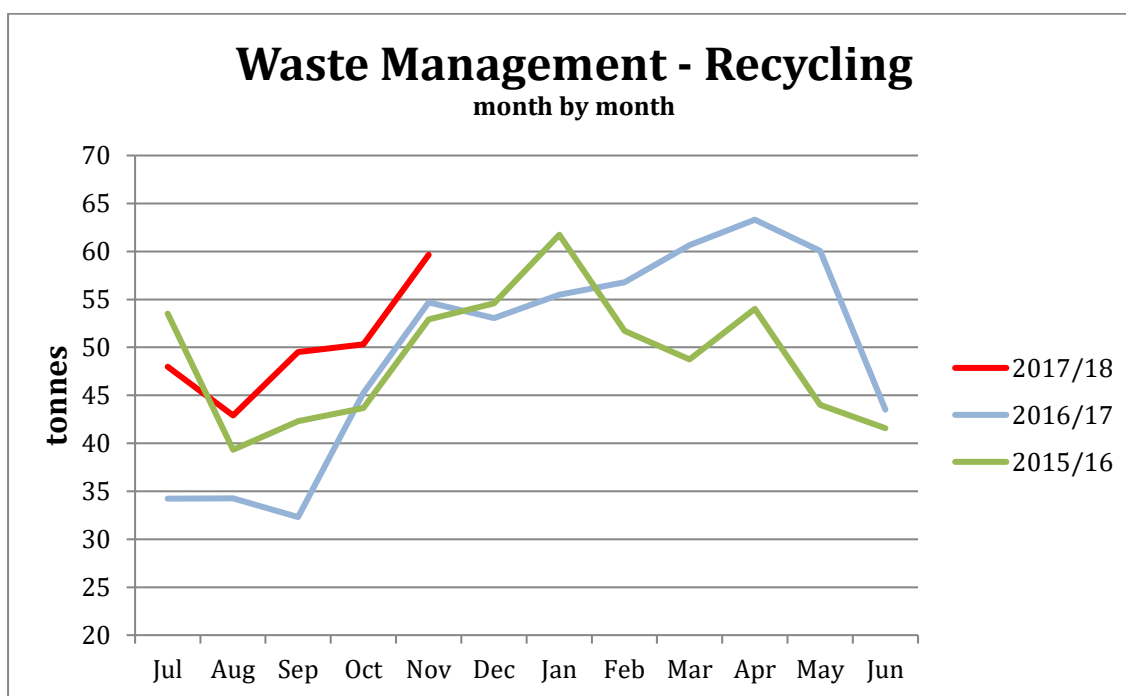
**Garbage deposited at transfer stations and transported to Copping landfill site (tonnes):**

<u>MONTH</u>	<u>BICHENO</u> <u>Collection</u> <u>&amp; WTS</u>	<u>BICHENO</u> <u>WTS only</u>	<u>COLES BAY</u> <u>WTS only</u>	<u>SWANSEA</u> <u>WTS only</u>	<u>ORF-TRIA-CB-</u> <u>SW Collection</u> <u>&amp; ORF WTS</u>	<u>ORFORD</u> <u>WTS only</u>	<u>TOTAL</u> <u>(tonnes)</u>
JULY '17	38.86	8.16	11.24	28.08	111.58	25.82	189.76
AUG	29.02	10.82	12.99	28.30	95.04	13.14	165.35
SEPT	43.48	18.78	15.70	29.92	130.88	39.52	219.98
OCT	50.68	22.64	16.10	37.50	121.52	22.04	225.80
NOV	48.54	18.83	16.74	34.62	120.18	18.64	220.08
DEC							0.00
JAN '18							0.00
<b>TOTALS</b>	<b>210.58</b>	<b>79.23</b>	<b>72.77</b>	<b>158.42</b>	<b>579.20</b>	<b>119.15</b>	<b>1020.97</b>



## 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 '17	2558	1250	2184	2066	1647	9705	116.46
AUG	1517	1085	2071	2120	1549	8342	100.11
SEPT	2058	1207	2222	2119	2066	9672	116.06
OCT	2337	1634	2348	2207	2101	10627	127.52
NOV	2476	1606	2476	2261	2119	10938	131.25
DEC							
JAN '18							
TOTALS	10946	6782	11301	10773	9482	49284	591.40



## Recycling collected at kerbside and transported to Sorting Facility (tonnes):

### 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 '17	594	598	569	642	762	3999	47.99
AUG	895	543	710	777	650	3575	42.90
SEPT	929	593	981	899	723	4125	49.50
OCT	1103	764	1051	714	891	4527	50.32
NOV	1126	795	1155	986	909	4971	59.65
DEC							
JAN '18							
TOTALS	4647	3293	4466	4018	3935	21197	250.36

### TOWN MAINTENANCE:

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

### PARKS, RESERVES, WALKING TRACKS, CEMETERY:

- Continuation of general maintenance within our townships and along the foreshore areas.
- Repairs to Gordon St, Swansea walking track.
- The main carpark at Raspins Beach is currently being upgraded. A stormwater strip grate has been placed around the existing concrete path at the toilet block to reduce building flooding. The large tree has been removed due to its inappropriate positioning within the carpark. When it was removed it was found to be fully decayed through its core. The carpark area will be sealed to eliminate surface water ponding and reduce the amount of clay/mud being transported into toilet areas.

### STORMWATER, DRAINAGE:

- General stormwater maintenance works undertaken when required.

### BRIDGES, CULVERTS:

- Ongoing maintenance when required.
- Inspection of all our bridge and large culvert assets is now complete. When report is received all noted maintenance issues will be addressed accordingly.

### EMERGENCY MANAGEMENT:

- Only one attended motor vehicle accident for month.
- Six storm related incidents / sandbagging due to the 40mm of rain in one hour at Swansea
- Care flight medisim training was held in Swansea last month with 20 people attending from Parks, SES, Fire and Ambulance. The training was a great learning experience and a good opportunity to work closely with other agencies.
- Two members attending a road rescue team members course next weekend.
- Core and rescue skills training for new members nearly completed.
- Unit Managers workshop at Nubeena attended last weekend in November.

Visit our website at [www.swansea-ses.weebly.com](http://www.swansea-ses.weebly.com)

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

## 2017–2018 CAPITAL WORKS UPDATE

- Wielangta Road reconstruction works (21.5 kms) is progressing well with works completed for this calendar year.  
The road reconstruction is now complete from Rheban Road to Griffiths Rivulet, approx 10 kms. A 1.5 km section from the end of the existing bitumen seal at the Rheban Road end has been sealed to reduce the future longitudinal erosion of the pavement going up the initial steep grade when leaving the Orford township. This section of road is most vulnerable during large storm events.
- Lions Park perimeter fence, Bicheno – The replacement project has commenced with recently having an onsite meeting with local community group representatives to determine the most appropriate alignment and material type to be used. The existing fence structure which has galvanized posts are corroded at ground level and have become a public safety issue. Installation is programmed for early in the New Year.
- Lions Park BBQ, Bicheno - Replacement has commenced as the existing units were corroded and unusable due to safety. The old units in the rotunda will be fully removed to allow for the new installation. It is programmed to have this work completed prior to Christmas.
- Jetty Road toilets, Bicheno – An onsite meeting with TasWater representatives was recently attended at the newly replaced sewerage pumpstation adjacent the existing public amenities. TasWater was seeking Council's input as to our requirements for street access, concrete paths, stormwater management and open space grass planting.



<b>Profit &amp; Loss</b>					
<b>Glamorgan Spring Bay Council</b>					
<b>WORKS DEPARTMENT</b>					
<b>For the month ended 30th November 2017</b>					
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>	
<b>Income</b>					
GRANTS	\$153,354.91	\$488,055.00	-\$334,700.09	-68.6%	(1)
OTHER INCOME	\$79,497.83	\$89,521.00	-\$10,023.17	-11.2%	(2)
RATES AND CHARGES	\$1,124,036.19	\$1,115,603.00	\$8,433.19	0.8%	
SHARE OF GENERAL RATE	\$2,549,000.00	\$2,549,000.00	\$0.00		
USER FEES	\$40,736.12	\$35,330.00	\$5,406.12	15.3%	(3)
<b>Total Income</b>	<b>\$3,946,625.05</b>	<b>\$4,277,509.00</b>	<b>-\$330,883.95</b>	<b>-7.7%</b>	
<b>Gross Profit</b>	<b>\$3,946,625.05</b>	<b>\$4,277,509.00</b>	<b>-\$330,883.95</b>	<b>-7.7354%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$582,925.00	\$582,175.00	\$750.00	0.1%	
FINANCE COSTS	\$1,545.55	\$1,448.00	\$97.55	6.7%	(4)
EMPLOYEE BENEFITS	\$524,666.43	\$660,910.00	-\$136,243.57	-20.6%	(5)
MATERIALS AND SERVICES	\$483,670.47	\$694,931.00	-\$211,260.53	-30.4%	(6)
PLANT HIRE INTERNAL - DEPARTMENTAL EXPENSE	\$178,000.00	\$185,952.00	-\$7,952.00	-4.3%	
<b>Total Operating Expenses</b>	<b>\$1,770,807.45</b>	<b>\$2,125,416.00</b>	<b>-\$354,608.55</b>	<b>-16.7%</b>	
<b>Net Profit</b>	<b>\$2,175,817.60</b>	<b>\$2,152,093.00</b>	<b>\$23,724.60</b>	<b>1.1024%</b>	
<b>(1) Timing of receipt of grant</b>					
<b>(2) Timing of invoicing will adjust over time</b>					
<b>(3) Waste Transfer collection fees above budget at this stage</b>					
<b>(4) Minimal Dollars</b>					
<b>(5) Well below budget at this stage</b>					
<b>(6) Well below budget at this stage-contractor invoices to come</b>					

### 5.3 Manager Regulatory Services, Mrs. Winny Enniss

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

#### **Animal Control**

Ten (10) dogs were registered in November with 988 YTD total. YTD, 8 dogs have been impounded, 58 infringements issued, 10 warnings given, 2 animals surrendered, no dogs seized and no dogs have been euthanized. There has been 1 lost dog call and 11 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**

Seven (7) food business registrations were renewed this month. Six (6) temporary food business registrations were issued for the month. YTD 1 place of assembly licence has been issued, 52 immunizations have been conducted and there are 19 suppliers of private water. Two (2) food business inspections were carried out this month totalling 15 YTD.

This department consists of a permanent full time Health Administration Officer and a contract Environmental Health Officer, with assistance from the Regulatory Services Officer conducting abatement inspections.

#### **Statutory Building**

Council received 24 applications for November and approved 17 applications. The building department currently consists of a permanent full time Building Administration Officer and 2 contractors namely a building surveyor and a plumbing inspector. Applications are being processed within the required timeframes.

#### **Statutory Planning**

Council received 36 applications in November and approved 33 applications. Eight (8) applications were placed on section 54 for the month. There were 9 NPR applications for the month with 41 YTD (no permits required). The planning department consists of 1 permanent Manager Planning & Special Projects, 1 permanent part time Planning Administration Officer and a portion of the permanent Manager Regulatory Services. Other resources are contracted as required. Applications are being processed within the required timeframes.

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

#### **Bendigo Bank**

The Bendigo Bank Agency opened on 21<sup>st</sup> 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 114 deposits (619 YTD), 31 withdrawals (174 YTD), 12 transfers (44 YTD), no new account enquiries (0 YTD) and 25 general enquiries (76 YTD). There has been one day where no transactions/enquiries have occurred for this financial year and this was due to computer problems.



<b>PLANNING</b>	<b>MTD</b>	<b>YTD</b>
Application Received	36	155
Applications Approved	33	136
Placed on Section 54	8	
Applications Refused	1	3
Applications Withdrawn		
NPR – No Permit Required	9	41
Visitor Accommodation Approvals	8	25
<b>BUILDING</b>		
Application Received	24	112
Applications Approved	17	102
<b>ANIMAL CONTROL</b>		
Dogs Registered	10	988
Kennel Licences Issued/renewed		
Dogs Impounded	4	8
Dogs Seized		
Dogs Surrendered		2
Dogs Euthanized		
Warnings Issued	5	10
Complaints	2	11
Infringements		58
Lost Dog calls		1
Other	2	5
<b>ENVIRONMENTAL HEALTH</b>		
Immunisations	17	52
Food Business Registrations	7	89
Temporary Food Business Registrations	6	11
Food Business Inspections	2	15
Place of Assembly Licences	1	1
Environmental Nuisances		
Abatement Notices	6	8
Notifiable Diseases		
Recreational Water Sampling		
Suppliers of Private Water	1	19
Water Carriers		1
Regulated System Registration		1
Major Incidents notified to DPIPWE		
<b>BENDIGO BANK</b>		
Deposits	114	619
Withdrawals	31	174
Transfers	12	44
New Accounts		
Other	25	51
No of days whereby no transactions/enquiries carried out	1*	1
*Bank was offline for 1.5 days		

## APPLICATIONS RECEIVED AND APPROVED FOR November 2017

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

Planning DA No	Type	Location	Description	Status	Received	Resolved
17159	D	Riverside Drive, Orford	Jetty Extension	Approved		23-11-17
17231	P	41 Foster Street, Bicheno	Change of Use to visitor accommodation	Approved		07-11-17
17239	D	10 Diamond Waters Rise, Bicheno	Dwelling	Approved		09-11-17
17241	D	RA349 Harveys Farm Road, Bicheno	Outbuilding	Approved		16-11-17
17242	D	Land at end of Sandbar Place, Swanwick, Coles Bay (CT169437/3)	Visitor Accommodation	Approved		13/11/17
17244	D	42A East Shelly Road, Orford; RA155 Rheban Road; Orford TAS 7190	Outbuilding & addition to multiple dwelling	Approved		09-11-17
17245	D	1 Aqua Sands Drive, Swansea	Multiple dwellings (two)	Refused		28/11/17
17252	D	615 Dolphin Sands Road, Swansea	Dwelling	Approved		29-11-17
17258	D	49 Harold Street, Coles Bay	Dwelling	Approved		09-11-17
17259	P	15 Maria Street, Swansea	Change of use to visitor accommodation	Approved		02-11-17
17260	P	7 Morrison Street, Bicheno	Change of use to visitor accommodation	Approved		02-11-17
17261	P	82 Barton Ave, Triabunna	Change of use to visitor accommodation	Approved		02-11-17
17262	NPR	15 Esplanade, Swansea	Addition to dwelling	Approved		02-11-17
16264	NR	21 Strawberry Hill Court, Orford	Outbuilding	Approved		06-11-17
17265	O	10 Murray Street, Swansea	Change of use to visitor accommodation	Approved		07-11-17
17266	NPR	40 Waubs Esplanade, Bicheno	TVIS signage	Approved		07-11-17
17267	P	West Shelly Road, Orford	Petition to amend a sealed plan	In progress	02-11-17	



17268	NPR	RA309 Harveys Farm Road, Bicheno	Addition to Dwelling	Approved	02-11-17	22-11-17
17269	D	1 Strawberry Hill Court, Orford	Dwelling	In Progress	02-11-17	
17270	NPR	16 Cooks Court, Swansea	Dwelling	Approved	03-11-17	09-11-17
17271	P	RA946 Dolphin Sands Road, Dolphin Sands	Outbuilding	Approved	06-11-17	16-11-17
17272	D	42 Franklin Street, Swansea	Sign	In progress	07-11-17	
17273	D	87 Freycinet Drive, Coles Bay	Dwelling	In progress	08-11-17	
17274	P	16/6 Champ Street, Bicheno	Change of use to visitor accommodation	Approved	09-11-17	22-11-17
17275	P	12 Oyster Place, Orford	Outbuilding	Approved	09-11-17	16-11-17
17276	D	RA392 Rheban Road, Spring Beach	Addition to Dwelling & outbuilding & new outbuilding (container)	In Progress	13-11-17	
17277	D	28 Jetty Road, Coles Bay	Two visitor accommodation units	In progress	09-11-17	
17278	NPR	30 Gordon Street, Bicheno	Outbuilding	Approved	14-11-17	22-11-17
17279	NPR	12 Lodi Court, Bicheno	Dwelling	Approved	14-11-17	22-11-17
17280	P	9 Lyne Court, Coles Bay	Change of use to visitor accommodation	Approved	16-11-17	22-11-17
17281	D	RA10889 Tasman Highway, Little Swanport	Shop & Food Services	In progress	20-11-17	
17282	P	13 Low street, Swansea	Dwelling	In progress	21-11-17	
17283	D	12 Reserve Road, Coles Bay	Temporary Booking Office	In progress	22-11-17	
17284	NPR	20 Old Spring Bay Road	Ancillary Dwelling	Approved	23-11-17	27-11-17
17285	P	96 Freycinet Drive, Coles bay	Change of use to visitor accommodation	In progress	23-11-17	
17286	D	RA8311 Tasman Highway, Triabunna	Machinery shed	In progress	23-11-17	
17287	P	1 Charles Street, Triabunna	Shop	Approved	23-11-17	28-11-17
17288	NPR	193 Hazards View Drive, Coles Bay	Outbuilding	Approved	24-11-17	30-11-17
17289	NPR	RA66 Alma Road, Orford	Outbuilding	Approved	24-11-17	30-11-17
17290	NPR	6 Trochus Street, Orford	Outbuilding	In progress	28-11-17	
17291	D	Tasman Highway, Swansea	Dam upgrade	In progress	28-11-17	



17292	D	Demolition of existing ablution block and construction of new facility	Crown Land, Triabunna Marina	In progress	28-11-17	
17293	D	5 Olivia Court, Swansea	Outbuilding	In progress	28-11-17	
17294	D	RA10922 Tasman Highway, Little Swanport	Cellar Door	In progress	28-11-17	
17295	D	48 East Shelly Road, Orford	Alterations & Additions	In progress	29-11-17	
17296	NPR	25 Esplanade, Swansea	Ablution block	Approved	29-11-17	30-11-17
17297	P	202 Gordon Street, Swansea	Change of use to dwelling	In progress	30-11-17	

<b>SUBDIVISIONS SA No</b>					
17010	RA139 Saltworks Road, Little Swansport	Subdivision into 3 lots	Approved		28-11-17
17020	38 Foster Street, Bicheno	Subdivision into 3 lots	Approved		13-11-17
17023	RA12371 Tasman Highway, Swansea	Boundary Adjustments	Approved		06-11-17
17026	Land bordered by Cygnet, Swan and Wye Rivers & Tasman Highway, Swansea with access from Grange Rd (CT129983/1 & CT224334/1)	Boundary Adjustment	Approved		07-11-17
17027	130 Spring Vale Road + RA56 Glen Gala Road, Cranbrook	Boundary Adjustment	In progress	09-11-17	
17028	2 Cross Street, Orford	Boundary Adjustment	In progress	23-11-17	
17029	67 + 69 Foster street, Bicheno	Boundary Adjustment	In progress	29-11-17	
17030	22 Fraser Street, Bicheno	Subdivision into 2 lots	In progress	29-11-17	
17031	34 Foster street, Bicheno	Subdivision into 4 lots	In progress	29-11-17	

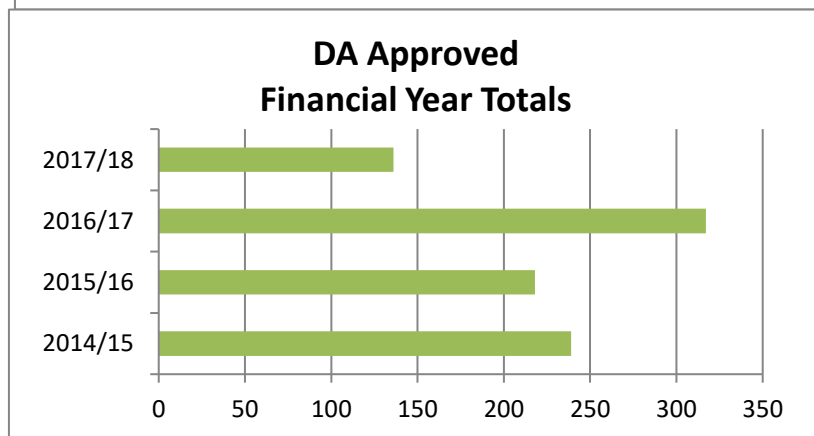
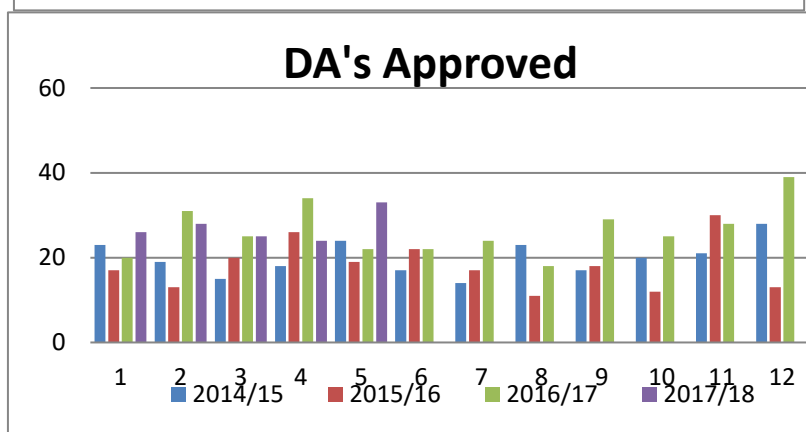
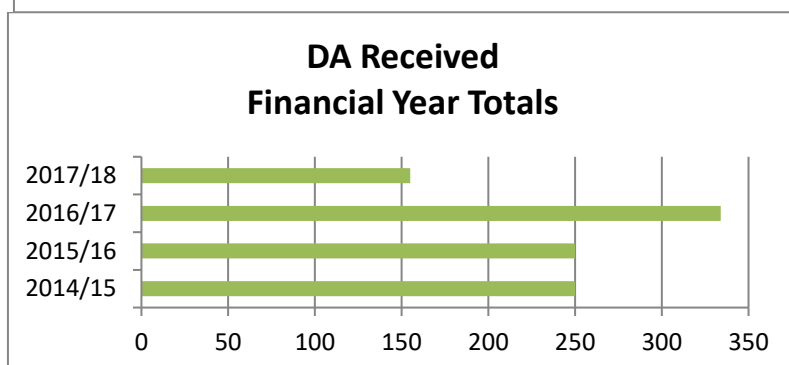
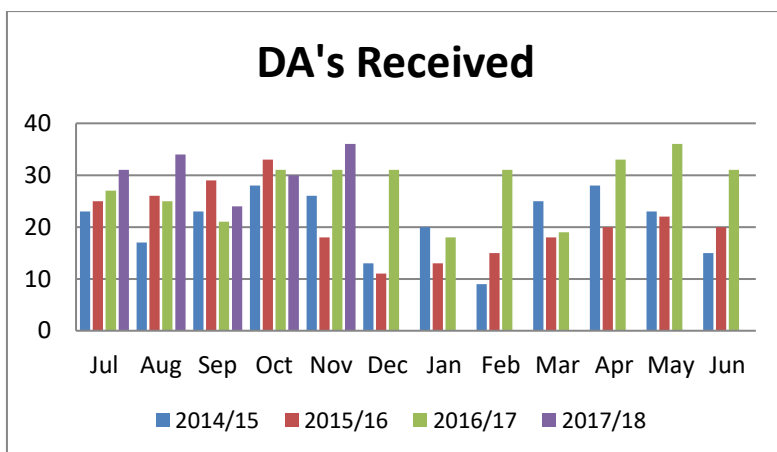
<b>BUILDING BA No</b>					
17161	RA56 Swanwick Drive, Coles Bay	Additions to dwelling	Approved		13-11-17
17164	14 Wallace Avenue, Bicheno	Dwelling	Approved		24-11-17
17184	Tasman Highway, Swansea	Dwelling & Shed	Approved		7-11-17



17185	1B Tasman Highway, Orford	Amenities in shed	Approved		14-11-17
17186	7 Florence Street, Coles Bay	Alterations & Additions to Dwelling	Approved		28-11-17
17187	Nugent Road, Buckland	Dwelling & Shed	Approved		10-11-17
17188	33 East Shelly Road, Orford	Dwelling addition	Approved		2-11-17
17190	RA778 Dolphin Sands Road, Dolphin Sands	New wastewater system	In progress		
17191	21 Strawberry Hill Court, Orford	Outbuilding	Approved	2-11-17	8-11-17
17192	Crown Land, Triabunna Marina	Demolition of existing toilet block and replace with new facility	In progress	2-11-17	
17193	14106 Tasman Highway, Swansea	New wastewater system	In progress	2-11-17	
17194	1 Maddie Court, Swansea	Dwelling & outbuilding	Approved	6-11-17	9-11-17
17195	9 Mary Street, Orford	Dwelling	Approved	8-11-17	14-11-17
17196	20 Old Spring Bay Road, Swansea	Addition to dwelling	In progress	9-11-17	
17197	12 Oyster Place, Orford	Shed with amenities	Approved	13-11-17	16-11-17
17198	RA103 Swanwick Drive, Coles Bay	Alterations and additions	In progress	13-11-17	
17199	24 Harold Street, Coles Bay	Studio, shed	In progress	13-11-17	
17200	30 Gordon street, Bicheno	Shed with amenities	Approved	14-11-17	22-11-17
17201	RA1016 Dolphin Sands Road, Dolphin sands	Pool	Approved	15-11-17	27-11-17
17202	12 Seaview Crescent, Orford	Dwelling	Approved	16-11-17	22-11-17
17203	3 Aqua Sands Drive, Swansea	Solar Panels	Approved	16-11-17	21-11-17
17204	10 Diamond Waters Rise, Bicheno	Dwelling & Deck	Approved	16-11-17	22-11-17
17205	48 Franklin street, Swansea	Alterations and additions to dwelling	In progress	16-11-17	
17206	45 Old Spring Bay Road, Swansea	Alterations and additions to dwelling	Approved	20-11-17	29-11-17
17207	2 Sebastian Rise, Swansea	Plumbing only for amenities in shed	In progress	22-11-17	
17208	Rosedale Road, Bicheno	Dwelling	In progress	22-11-17	
17209	33 Charles Street, Orford	Alterations & Additions to hall	In progress	24-11-17	
17210	RA12003 Tasman Highway, Rocky Hills	Dwelling	In progress	24-11-17	

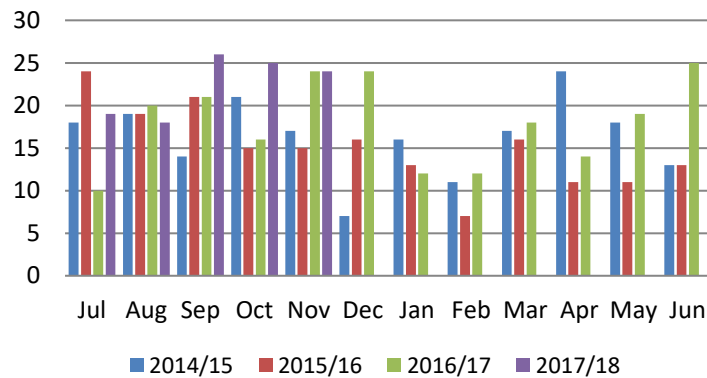


17211	Lot 23 – 119 Harveys Farm Road, Bicheno	Visitor Accommodation building	In progress	24-11-17	
17212	83-85 Barton Ave, Triabunna	Alterations & Additions to dwelling	In progress	28-11-17	
17213	15 Esplanade, Swansea	Alterations & additions to dwelling	In progress	30-11-17	
17214	82 East Shelly Road, Orford	Alterations & Additions to dwelling	In progress	30-11-17	

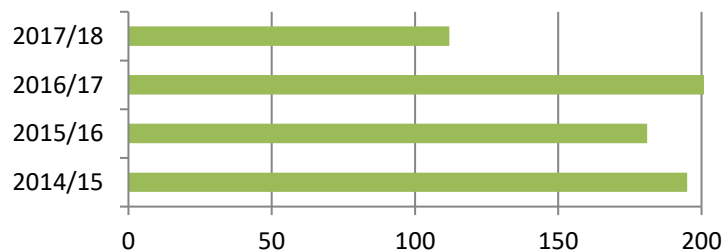




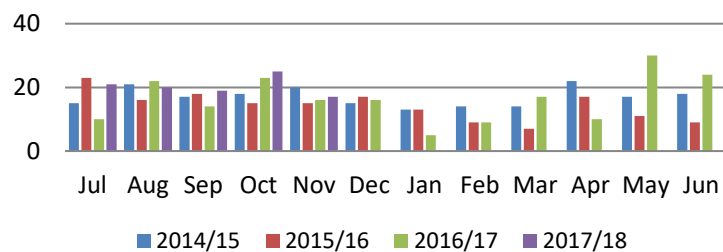
### BA's Received



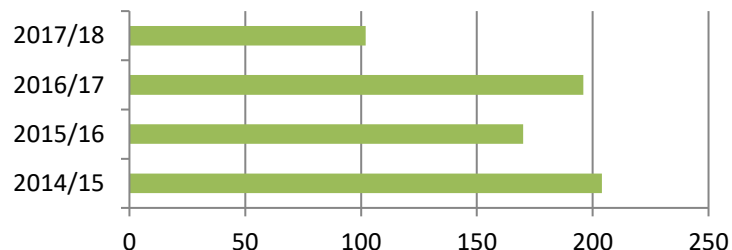
### BA Received Financial Year Totals



### BA's Approved



### BA Approved Financial Year Totals





<b>Profit &amp; Loss</b>					
Glamorgan Spring Bay Council					
REGULATORY SERVICES					
For the month ended 30th November 2017					
	YTD Actual	YTD Budget	Var AUD	Var %	
<b>Income</b>					
CONTRIBUTIONS	\$55,209.14	\$19,284.00	\$35,925.14	186.3%	(1)
OTHER INCOME	\$8,071.74	\$7,585.00	\$486.74	6.4%	(2)
RATES AND CHARGES	\$81,993.50	\$82,820.00	-\$826.50	-1.0%	
SHARE OF GENERAL RATE	\$322,000.00	\$322,000.00	\$0.00	0.0%	
STATUTORY FEES AND FINES	\$200,189.99	\$141,313.00	\$58,876.99	41.7%	(2)
USER FEES	\$8,639.36	\$12,600.00	-\$3,960.64	-31.4%	(3)
<b>Total Income</b>	<b>\$676,103.73</b>	<b>\$585,602.00</b>	<b>\$90,501.73</b>	<b>15.5%</b>	
<b>Gross Profit</b>	<b>\$676,103.73</b>	<b>\$585,602.00</b>	<b>\$90,501.73</b>	<b>15.4545%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$9,575.00	\$9,575.00	\$0.00	0.0%	
EMPLOYEE BENEFITS	\$291,138.70	\$187,712.00	\$103,426.70	55.1%	(4)
MATERIALS AND SERVICES	\$163,674.50	\$135,979.00	\$27,695.50	20.4%	(5)
<b>Total Operating Expenses</b>	<b>\$464,388.20</b>	<b>\$333,266.00</b>	<b>\$131,122.20</b>	<b>39.3%</b>	
<b>Net Profit</b>	<b>\$211,715.53</b>	<b>\$252,336.00</b>	<b>-\$40,620.47</b>	<b>-16.0978%</b>	
<b>(1) Public Open Space &amp; subdivision contributions above budget</b>					
<b>(2) Minimal dollars &amp; unexpected income above budget</b>					
<b>(3) Below budget timing</b>					
<b>(4) Will level out over time and increased activity refer income</b>					
<b>(5) Timing issues and related to increased activity</b>					

## 5.4 Manager Community Development & Administration – Mrs. Lona Turvey

Community Development & Administration Services

### 2018 Calendars

The 2018 Glamorgan Spring Bay Council calendar has been printed and is now available for sale at \$10.00 each from the following locations:-

- Glamorgan Spring Bay Council Office, Triabunna
- Visitor Information Centres, Triabunna, Swansea and Bicheno
- Orford Post Office
- Gallery Art Spaces, Triabunna,
- Triabunna Pharmacy
- Triabunna Post Office
- Rusty Devil, Triabunna
- Swansea Corner Store
- Bendigo Community Banks – Swansea and Bicheno
- Bear Cottage, Swansea
- Kate's Berry Farm, Swansea
- Milton Vineyard, Cranbrook
- Waubs Bay Gallery, Bicheno
- Bicheno Post Office at The Farm Shed
- Pondering Frog, south of Bicheno

All profits from the calendar are used for youth projects/activities.

### Christmas Parade and Carols

The Carols, which are held in conjunction with the Spring Bay Lions Club Christmas Parade, will be held in Triabunna on Friday, **8th December, 2017** commencing at 5.30 p.m.

The Australian Army Band Tasmania will lead the parade and carols.

Attractions will include photos with Santa, Floats, the Balloon Lady and a free barbecue provided by the Lions Club of Spring Bay.

### Glamorgan Spring Bay Art Prize

Entry forms are now available for the 2018 Glamorgan Spring Bay Art Prize, which will be held in Swansea on the weekend of 17th and 18th February.

Judges for the Art Prize will be Greg Leong, Betty Nolan and Jennie Chapman.

Our prize sponsors are Federal Group, Swansea/Bicheno Community Bank, Tassal, Avalon Coastal Retreat, Gallery Art Spaces, Spring Bay Studio & Gallery, Artery and Glamorgan Spring Bay Council.

### John Read Farewell Reception

A reception to farewell former long-term resident, John Read, was held on Wednesday, 22nd November, 2017 at the Triabunna Community Hall.

Acting Mayor, Cr. Cheryl Arnol, was Master of Ceremonies for the occasion and Mrs Kathleen Fergusson paid tribute to John for the community service he has provided over the past fifty (50) years.

John responded by giving a history of his time in the area, starting when he first came to Triabunna as a teacher and was unable to find any accommodation and slept in the school corridor for a week until a local lady took him in.

John went on to talk about the immense changes in Triabunna when the woodchip mill commenced and the subsequent growth of the Triabunna School. John also spoke of the other various industries in the area which had come and gone over that period of time.

John produced the Central Coast Courier for thirty-seven years which Kath Fergusson said has provided an invaluable record of the life and times of the district and its people.

John plans to remain a member of the Spring Bay Lions Club and will therefore be returning to Triabunna on a regular basis.

We wish him all the best in his retirement.

John has sent an email which reads as follows:-

*"Thank you ever so much for your efforts on Wednesday. I was very humbled by the sentiment shown by the Council in holding this event.*

*My family and I were overwhelmed by the interest shown and the compliments given.*

*I have enjoyed all my 50 years living in GSB and please pass on to your helpers and the GM my sincere thanks,*

*John Read."*

### **Australia Day Awards Presentation Ceremony**

The Glamorgan Spring Bay Australia Day Awards Ceremony will be held in the Bicheno Hall on Friday, 26th January, 2018.

Australia Day Ambassador, **Rebecca Cuthill**, will be giving the Australia Day address at the event.

Rebecca was born and raised in Launceston. After completing her degree at the University of Tasmania, Rebecca moved to Canberra where she did a post graduate degree in Communications.

Following five years working with SBS television and a short stint with the BBC in London, Rebecca moved to The Hague in the Netherlands. For the next ten years Rebecca worked for the United Nations International Criminal Tribunal for the former Yugoslavia (ICTY). She worked in the media office during the arrest and transfer of Slobodan Milosevic to the court.

For nearly seven years Rebecca worked in the Tribunal's Outreach program – dedicated to explain the work and decisions made by the court to the communities affected, including victims, media, politicians and war crimes deniers. Rebecca returned to Australia eight years ago and managed the Save the Tasmanian Devil Appeal which is administered through the University of Tasmania's Foundation. Rebecca has recently started in a new fundraising role with the University.

### Christmas Event at the May Shaw

"The Dame" visited the May Shaw for a special Christmas event on Friday, 1st December which was sponsored by Council.

Mervyn Magee as "The Dame", accompanied by pianist, Mary-Anne Johnson, provided an entertaining afternoon for the residents, singing a number Christmas songs, as well as showing two clips from movies - one featuring Deanna Durbin, singing "Silent Night" and the Christmas scene from "White Christmas". A number of prizes were also given out, including two white Santa bears.

As always, the residents thoroughly enjoyed the show, with many singing and clapping along with the music.

### Festival of Small Halls

The Festival of Small Halls Australia is a series of tours that take the best folk and contemporary acoustic artists performing at two large festivals and send them on the road to tiny halls in communities all over Australia.

On Wednesday, 17th January, 2018, The Small Glories, (Cara Luft and JD Edwards) from Canada will be coming to the Triabunna Community Hall, along with Australian artist Claire Taylor.

Tickets for the event are available either on line at [www.festivalofsmallhalls.com](http://www.festivalofsmallhalls.com); or from the Council Office at Triabunna.

### COMMUNITY SMALL GRANTS PROGRAM

NAME	DONATED	COUNCIL MINUTE
Bayview Bush Babies Inc.	2,000	112/17
Triabunna District School Parents & Friends Association – Flower and Craft Show	500	
Swansea Community Christmas Parade Group	1,000	
Freycinet Association Inc.	1,000	
<b>Total</b>	<b>4,500</b>	



<b>Profit &amp; Loss</b>					
<b>Glamorgan Spring Bay Council</b>					
<b>COMMUNITY DEVELOPMENT AND ADMINISTRATION</b>					
<b>For the month ended 30th November 2017</b>					
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>	
<b>Income</b>					
GRANTS	\$0.00	\$0.00	\$0.00		
OTHER INCOME	\$7,902.38	\$1,900.00	\$6,002.38	315.9%	(1)
SHARE OF GENERAL RATE	\$546,008.00	\$546,008.00	\$0.00	0.0%	
<b>Total Income</b>	<b>\$553,910.38</b>	<b>\$547,908.00</b>	<b>\$6,002.38</b>	<b>1.1%</b>	
<b>Gross Profit</b>	<b>\$553,910.38</b>	<b>\$547,908.00</b>	<b>\$6,002.38</b>	<b>1.0955%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$12,700.00	\$12,700.00	\$0.00	0.0%	
EMPLOYEE BENEFITS	\$142,888.54	\$159,762.00	-\$16,873.46	-10.6%	(2)
MATERIALS AND SERVICES	\$34,151.15	\$47,379.00	-\$13,227.85	-27.9%	(3)
<b>Total Operating Expenses</b>	<b>\$189,739.69</b>	<b>\$219,841.00</b>	<b>-\$30,101.31</b>	<b>-13.7%</b>	
<b>Operating Profit</b>	<b>\$364,170.69</b>	<b>\$328,067.00</b>	<b>\$36,103.69</b>	<b>11.005%</b>	
<b>(1) Unexpected Income</b>					
<b>(2) Below budget at this stage</b>					
<b>(3) Below budget at this stage</b>					



## 5.5 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.
- **Swansea Loo with a View**  
Preliminary plans for the Swansea 'Loo with a View' toilet facility at Jubilee beach have been finalised. The Development Application has been approved and the project now has Planning Permission. Engineering specifications and construction details are being finalised for the construction phase. Building & plumbing permits will be finalised once engineering and construction details are certified by the Building Surveyor.
- **Orford Community Hall**  
Construction plans to replace the toilets at the Orford Hall have been finalised. These plans are being assessed by the Building Surveyor. The new extension to the hall will include new toilets, an extra store room and an alternative entry. Work will begin in the new year.
- **Triabunna Wharf Toilet block**  
The replacement toilet block for the Triabunna Wharf has been ordered. Council is waiting for Crown Land Services approval to lodge a development application for this toilet complex.
- **Coles Bay Hall**  
Work to stabilise the foundations of the Coles Bay Hall is complete. An injection process was used to strengthen the foundations, this process minimized the disruption to the area. The block work will now be pointed up and sealed.
- **Bicheno Medical Centre**  
A security system for the Bicheno Medical Centre has been ordered and will be installed before December.

Council Buildings			
Category	No.	Sub-Category	No.
Community Facility	27	Halls	9
		Community Service Buildings	18
Municipal Facility	16	Council Depot structures	13
		Administrative Office structures	3
Recreation Facility	12	Change Rooms	2
		Club Rooms	4
		Pavilion	1
		Playing Surface (Tennis)	1
		Misc. Structures	4
Public Toilets	18	Toilets	18
Shelters & Monuments	14	Monuments	1
		Public Shelters	13
Waste Management Facility	4	Buildings & Sheds	4
Total Buildings Listed	91		91



## MARINE INFRASTRUCTURE:

### Boat Ramps and Jetties:

- General maintenance is carried out on Council owned boat ramps and jetties.
- **All Boat Ramps**  
Glamorgan Spring Bay Council's Natural Resource Management team have cleaned all the public boat ramps in the municipal area ready for the summer period. They have used the high pressure steam cleaner to remove and reduce the algae growth so they won't be slippery and dangerous.
- **Swansea Elevated Boat Ramp**  
The new Swansea boat ramp is complete. The official opening will be held at 10:00 am on the 14<sup>th</sup> of December. 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. MAST is also intending to install a wave screen extension to the existing Swansea pier. This will give better protection to recreational boats at both the pier and the new boat ramp.



*Image: New Swansea all tide boat ramp under construction.*

### **Triabunna Wharf and Marina:**

- Ongoing general maintenance and inspections are carried out as required.
- Council is installing two new tour boat berths adjacent to the new ferry terminal. This forms part of the project to accommodate the new Navigators' ferry "Osprey" as well as catering for other tour boats in the Triabunna Marina.
- Lighting and additional security cameras have been installed. The additional cameras will cover the extra berths constructed in Stages 3 and 4. Information signage for berth holders and marina visitors to the port have been installed along with CCTV surveillance notification signs. A parking plan is being developed to maximise the available areas for parking. Council is installing traffic calming measures to maximize safety around the marina and wharf complex.



***Image: Triabunna Marina and Boat Ramp***

## Prosser River:

- **Prosser River Stabilisation Project**

The Prosser River Stabilisation Project is almost finished and will be open for the summer. There is still some work to be done and this will now take place in April 2018 due to the bird-nesting season limiting access to the site. These works will include completion of the training walls, renourishment of Raspins Beach and final clean up around the site.



*Image: Prosser River Mouth*

Council Marine Infrastructure	
Public Boat Ramps throughout Municipality	14
Fishing Boats paying yearly fee at the Triabunna Wharf	3
Marina Berths occupied by Commercial Fishing Boats (Triabunna)	34
Marina Berths occupied by Recreational Boats (Triabunna)	63
Marina Berths occupied by Ferries or Tour Boat operators	3
Waiting list for Large Commercial Fishing Boat Berths (Triabunna)	1
Available Floating Pontoon access Boat Berths (Triabunna)	2
Available Small Boat Berths (Triabunna)	10



Glamorgan Spring Bay Council					
BUILDINGS AND MARINE INFRASTRUCTURE					
For the month ended 30th November 2017					
	YTD Actual	YTD Budget	Var AUD	Var %	
<b>Income</b>					
GRANTS	\$1,080,991.00	\$1,046,327.00	\$34,664.00	3.3%	(1)
OTHER INCOME	\$931,624.72	\$12,000.00	\$919,624.72	7663.5%	(1)
SHARE OF GENERAL RATE	\$146,632.00	\$146,632.00	\$0.00	0.0%	
USER FEES	\$189,168.68	\$291,387.00	-\$102,218.32	-35.1%	(2)
<b>Total Income</b>	<b>\$2,348,416.40</b>	<b>\$1,496,346.00</b>	<b>\$852,070.40</b>	<b>56.9%</b>	
<b>Gross Profit</b>	<b>\$2,348,416.40</b>	<b>\$1,496,346.00</b>	<b>\$852,070.40</b>	<b>56.9434%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$117,100.00	\$117,123.00	-\$23.00	0.0%	
EMPLOYEE BENEFITS	\$54,517.59	\$53,093.00	\$1,424.59	2.7%	
FINANCE COSTS	\$43,718.60	\$56,994.00	-\$13,275.40	-23.3%	(3)
MATERIALS AND SERVICES	\$1,030,131.57	\$83,165.00	\$946,966.57	1138.7%	(1)
<b>Total Operating Expenses</b>	<b>\$1,245,467.76</b>	<b>\$310,375.00</b>	<b>\$935,092.76</b>	<b>301.3%</b>	
<b>Net Profit</b>	<b>\$1,102,948.64</b>	<b>\$1,185,971.00</b>	<b>-\$83,022.36</b>	<b>-7.0004%</b>	
<b>(1) Revenue offset with expenditure</b>					
<b>(2) Not fully charged as yet</b>					
<b>(3) Timing</b>					



## 5.6 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.*

#### Catchment plans

Dr Nicky Meeson is working on the review of the draft Prosser Catchment Plan in consultation with the relevant stakeholders.

#### Bushwatch

##### Illegal firewood harvesting

Ongoing participation in the working group to progress this issue. Discussions are ongoing with key stakeholders including the Australian Firewood Association, Sustainable Timbers Tasmania and the Forest Practices Authority.

#### Catchments To Coast

Work has commenced on preparing and fencing the 1 acre site of the Moulting Lagoon revegetation project. Significant in-kind contributions in the form of labour and plant have been generously contributed by the private land owner involved in the project.

The Catchments to Coast Coordinator continues to monitor nesting shorebirds at Spring Beach and erect temporary fencing and signage on the beach as necessary.

Birdlife Tasmania is conducting fortnight (or as weather permits) surveys of the Prosser River Stabilisation project construction area at the Prosser river mouth. These surveys comprise a census and mapping of all resident and migratory (when present) shorebirds. Initial assessments suggest fewer Hooded and Red Capped Plovers present than in previous years potentially indicating impact from disturbance to nesting birds, however it is still too early in the season to make firm conclusions. There appears to be no change in Pied Oyster Catcher numbers however changes in foraging behaviours have been observed. A full report of the results of surveys will be prepared for MAST at the end of the season.

The Denison Beach Shorebird Project has begun in partnership with CLS and PWS. This will comprise a partnership mail out to property owners in the Denison Beach area consisting of a letter, two page newsletter and survey. The results of the survey will ultimately be used to inform the development of a local area action plan. This project forms part of the funding from NRM South as noted above.

#### *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. DPIPWE's Biosecurity Tasmania *Nassella* Project Officer has been following up on outstanding notifications to land owners with Serrated Tussock.

State Growth has approved GSB weed team to undertake boundary protection works for priority weeds along Lake Leake Road from the GSB boundary through to Campbell Town.

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

Ongoing

Council is working with the Dolphin Sands Ratepayers Association and the Swansea Volunteer Fire Brigade in progressing the Tasmanian Bushfire Mitigation Grant project *Building upon Community Bushfire Preparedness in Dolphin Sands and Great Oyster Bay Estate.*

Council staff, PWS and Friends of Maria Island are progressing the bike and boot washdown facility at the Triabunna Marina.

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

Ongoing

*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 with NRM objectives.*

GSB NRM Committee meeting no.58 will be held on Wednesday 14<sup>th</sup> February in Triabunna.

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 (DSRA), the Swanwick Association, Friends of Triabunna Reserves and the Orford Community Group (OCG) as well as individual volunteers.

The Natural Resources team will support the Bushland Gardens Committee with a working bee to prepare the gardens to be visited by attendees of the annual conference for the Australian Society for Growing Australian Plants in January 2018.

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

Ongoing response by staff to reports of illegal vegetation clearing and poisoning across land tenure. See below.

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

#### Communities and Coastal Hazards Project

Objectives for the working group have been drafted and another meeting is to be scheduled before the end of the year to review the Prosser River Stabilisation Project.

#### Councils Climate Change Governance Assessment

Waiting to receive the project report via LGAT / DPAC Climate Change Office

#### Cities Power Partnership

Suggested pledges have been developed and will be presented to council in the January report.

*Continue support for annual community events such as National Tree Day, Clean Up Australia Day, Tidy Towns as well as other markets, festivals and school activities.*

Ongoing.

Several GSB people and organisations were awarded certificates at the State Tidy Towns Awards held in Stanley in October. The certificates will be delivered by the KAB Tas CEO shortly and then distributed to the awardees.

*Continue to work with Council's Regulatory Services Department to ensure that development assessments strive to meet Triple Bottom Line Principles.*

Ongoing input into Development Applications as required.

*Continue participation and development of sustainability initiatives, in particular energy use, sustainable waste management, community gardens, both for Council and the community.*

The Regional Climate Change Initiative 'Southern Tasmanian Bulk Purchase' project is ongoing. The bulk buy for December is Solar Panels. To qualify residents of GSB must register their interest and obtain quotes before the end of November. The scheme has been promoted in the Bicheno Forward and Great Oyster Bay News and information has been uploaded to council's website. Information brochures were sent out in the rates installment notices and are also available from council office in Triabunna. Solar hot water and Heat Pump Hot Water will be available in the New Year.

*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 implementation of vegetation management plans for reserves in each town.*

Ongoing.

Native Flora and Fauna plans are being developed for small areas of reserves that were not picked up in the current plans.

*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.

Research into the establishment of the Pulchella Community Nursery is 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 attended the Forest Practices Authority conference in Hobart. The theme was 'Looking back – looking forward: 30 years of Tasmania's forest practices system'. This was an opportunity to learn from many excellent speakers including Professor Ben Cashore from Yale University, and Professor Peter Kanowski from the Australian National University.





<b>Profit &amp; Loss</b>					
<b>Glamorgan Spring Bay Council</b>					
<b>NRM</b>					
<b>For the month ended 30th November 2017</b>					
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>	
<b>Income</b>					
GRANTS	\$48,025.00	\$29,165.00	\$18,860.00	64.7%	(1)
OTHER INCOME	\$45.00	\$500.00	-\$455.00	-91.0%	(2)
SHARE OF GENERAL RATE	\$237,104.00	\$237,104.00	\$0.00	0.0%	
USER FEES	\$0.00	\$0.00	\$0.00		
<b>Total Income</b>	<b>\$285,174.00</b>	<b>\$266,769.00</b>	<b>\$18,405.00</b>	<b>6.9%</b>	
<b>Gross Profit</b>	<b>\$285,174.00</b>	<b>\$266,769.00</b>	<b>\$18,405.00</b>	<b>6.8992%</b>	
<b>Less Operating Expenses</b>					
DEPRECIATION AND AMORTISATION	\$6,865.00	\$6,865.00	\$0.00	0.0%	
EMPLOYEE BENEFITS	\$112,985.87	\$101,833.00	\$11,152.87	11.0%	(4)
FINANCE COSTS	\$0.00	\$0.00	\$0.00		
MATERIALS AND SERVICES	-\$13,175.18	-\$7,350.00	-\$5,825.18	-79.3%	(3)
PLANT HIRE INTERNAL - DEPARTMENTAL EXPENSE	\$3,000.00	\$3,000.00	\$0.00	0.0%	
<b>Total Operating Expenses</b>	<b>\$109,675.69</b>	<b>\$104,348.00</b>	<b>\$5,327.69</b>	<b>5.1%</b>	
<b>Net Profit</b>	<b>\$175,498.31</b>	<b>\$162,421.00</b>	<b>\$13,077.31</b>	<b>8.0515%</b>	
(1) Grant received in advance					
(2) Minimal Dollars					
(3) Includes carry over from last year					
(4) Related to extra grants					

**Recommendation:**

That the Management Reports be received and noted.

## **6. Minutes of Section 24 Committees**

### **COMMENTS:**

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

#### **1. Triabunna Recreation Ground Advisory Committee Minutes (November 2017)**

**David Metcalf**  
**General Manager**



## 6.1 Triabunna Recreation Ground Advisory Committee Minutes (November 2017)

### Section 24 Advisory Committee Meeting Triabunna Recreation Ground

# MINUTES

**MEETING HELD** – Wednesday 8<sup>th</sup> November , 2017 - Council Meeting Room

**MEETING OPENED:** 5.45 pm

**PRESENT:** Councillor Britt Steiner, Tony Pollard – Manager Works', Neil Edwards, Steve Davies, Phil Giffard, Jan Sweet

**APOLOGIES:** Chris Chapman

**ABSENT:**

**CONFIRMATION OF LAST MINUTES:** (6<sup>th</sup> September , 2017)

Moved: S. Davies

Seconded: N. Edwards

**CORRESPONDENCE IN:** Aurora Account

**CORRESPONDENCE OUT:** Nil

### MATTERS ARISING FROM PREVIOUS MINUTES

- S. Davies to ask local electrician to explain readings on Aurora account to simplify daily costs. T. Pollard to check if netball lights are on same circuit.
- Representative from Tennis Club have advised they will be applying for their own grant for relocation expenses to recreation ground.
- It was suggested that future meetings be held in club rooms at recreation ground.  
Moved S. Davies Seconded N. Edwards
- Fees for Triabunna Barracks archeologists to be \$975 + CPI for 7-27<sup>th</sup> January 2018 visit. P. Giffard to inform Kim Samin.
- Clubroom extensions – soil report has been submitted and building drawings to be lodged with Council.

### TREASURERS REPORT

Opening Balance	\$	63,167.87
Income	\$	19,500.00
Expenditure	\$	2,401.00
<b>Closing Balance</b>	<b>\$</b>	<b>71,26.87</b>

Moved: S. Davies      Seconded: P. Giffard

It was agreed that separate report be presented for general account and grant expenditure.

#### **NEW BUSINESS**

- N. Edwards reported that canteen for Junior netball has been successful. All agree that netball courts remained locked when not in use to protect and maintain new surface.
- Tas Irrigation are to spend \$9,500 on installing 2 new lines and rewiring sprinkler system for oval. It was agreed that a representative from S24 committee and Council member be responsible for maintenance of system.

#### **NEXT MEETING**

Wednesday 6<sup>th</sup> December, 2017 at 5.30 pm at Recreation Ground.

There being no further business, the meeting was declared closed at 6.30 pm.

**Confirmed ..... Date .....**

**Chairperson**

## **7. Officers' Reports Requiring a Decision**

### **7.1 2018 Ordinary Meeting Dates**

**Responsible Officer – General Manager**

#### **Comments**

The Ordinary Meeting dates for 2018 are provided here for Council's approval. Due to the introduction of live streaming of Council meetings in 2017, all meetings will be held in Triabunna at the Council offices in 2018.

This has the following benefits:

- The Council meeting room in Triabunna is permanently set-up for audio/visual recording and projecting.
- Overcomes the issue of poor acoustics in many of the venues.
- Conducting meetings in the Triabunna office is more cost effective and time efficient for senior staff members.

#### **Statutory Implications**

Not applicable.

#### **Budget Implications**

Minimal.

#### **Recommendation**

That Council approves the 2018 Ordinary Meeting of Council dates and venues as detailed in the attachment.

**Attachment: 2018 Ordinary Meeting Dates and Venues**

**2018****ORDINARY MEETING DATES & VENUES**

(4<sup>th</sup> Tuesday of each month commencing at 5pm, with the exception of January, which will be the 5<sup>th</sup> Tuesday of the month)

<b><i>Meeting date</i></b>	<b><i>Venue</i></b>	<b><i>Deadline for agenda</i></b>	<b><i>Time</i></b>
30 January	Triabunna	19 January	5.00pm
27 February	Triabunna	16 February	5.00pm
27 March	Triabunna	16 March	5.00pm
24 April	Triabunna	13 April	5.00pm
22 May	Triabunna	11 May	5.00pm
26 June	Triabunna	15 June	5.00pm
24 July	Triabunna	13 July	5.00pm
28 August	Triabunna	17 August	5.00pm
25 September	Triabunna	14 September	5.00pm
23 October	Triabunna	12 October	5.00pm
27 November	Triabunna	16 November	5.00pm
11 December	Triabunna	30 November	5.00pm

(AGM also to be held on 11 December commencing at 7pm)



## **7.2 Policy – Council Meetings – Audio/Visual Recording and Live Streaming**

**Responsible Officer – General Manager**

### **Comments**

In October 2017, Council agreed to the live streaming and audio/visual recording of Council meetings (Decision 132/17). It was also agreed that Council formulate a policy for the live streaming and recording of ordinary and special meetings of Council within the next 60 days.

A draft policy has been developed based on a review of risk assessments conducted by Hobart City Council for the live broadcasting and recording of open Council meetings and an audio recording policy developed by Launceston City Council.

The draft Glamorgan Spring Bay Council Audio/Visual Recording and Live Streaming Policy was reviewed by Council at a Council Workshop on the 28<sup>th</sup> of November 2017 and some minor amendments incorporated.

The Council Meetings – Audio/Visual Recording and Live Streaming Policy is presented here for Council's approval.

### **Statutory Implications**

Nil.


### **Budget Implications**

Nil.

### **Recommendation**

That Policy 6.2 - Council Meetings – Audio/Visual Recording and Live Streaming, as presented to Council on the 12<sup>th</sup> of December 2017 be endorsed by Council.

**Attachment:** Policy 6.2 – Council Meetings – Audio/Visual Recording and Live Streaming.

 GLAMORGAN SPRING BAY COUNCIL	<b>POLICY – COUNCIL MEETINGS – AUDIO/VISUAL RECORDING AND LIVE STREAMING</b>	<b>Policy 6.2</b>	
		<b>Version 1</b>	<b>Date</b>
<b>Minutes Dated:</b>	<b>Approved By : Council Decision No.</b>	<b>Review Date As required but no later than 2021</b>	

### 1. OBJECTIVE

To provide an electronic recording and live streaming service of open Council meetings for the public to access.

To promote transparency, accessibility and engagement with local government decision making amongst the Glamorgan Spring Bay Council communities.

### 2. SCOPE

This policy covers recording and live streaming of all open Ordinary and Special Meetings of Council i.e. those parts not being held “in closed session”. “Closed sessions” as determined by the *Local Government Act 1993*, under regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 Statutory Rules 2015, No.38 will not be recorded.

### 3. PROCEDURE

- i. The agenda for both Ordinary and Special Meetings of Council will note at the beginning that meetings are streamed live using audio/visual technology and that the audio/visual recordings are made available to the public post the meeting (a maximum of 5 business days post a meeting). This allows time for the recordings to be checked.
- ii. The Mayor will clearly announce via a written statement at the beginning of the meeting agenda that all Ordinary and Special Meetings of Council are streamed live (audio and visually), as well as audio/visually recorded and made available to the public for viewing post the meeting.
- iii. Signs will be placed in prominent positions within the *Council Meeting Room* to inform the public entering the room that the meeting is being audio/visually streamed and recorded.

- iv. The technology for live streaming is configured so that there is a one (1) minute delay. Essentially the software has a ‘panic button’ whereby the Council staff operating the streaming and recording can stop the streaming or recording should anything occur that requires this action e.g. unexpected adjournment, closed session or inappropriate behaviour that cause the Mayor to adjourn or close the meeting.
- v. A prominent note will be included in the Agenda of all Ordinary and Special Meetings of Council that the Mayor will read aloud to ensure that the live streaming and audio visual recording of meetings is stopped should Council move into a “closed session” or as soon as an open meeting is formally closed by the Mayor.
- vi. The streaming platform utilised for recording and streaming is YouTube. This is set-up as a specific Glamorgan Spring Bay Council YouTube account, over which Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to comment, edit or download recordings in anyway. They can only be viewed via the Glamorgan Spring Bay Council YouTube account.
- vii. A link to the live streaming and the recording of meetings will be made available on Council’s website for ease of access.
- viii. The audio/visual recording of Council meetings does not replace the written minutes and a transcript of any of the recordings is not prepared.
- ix. The recording may be used by staff to assist with the preparation of the minutes, particularly in relation to Public Question Time.
- x. The audio/visual recording of Council meetings will be retained for a minimum of 6 months and stored via Council’s YouTube account.
- xi. The existence of this policy does not override the requirement for public questions and motions to be submitted in writing.
- xii. Local communication and advertising to inform the community that live streaming of Council meetings is available will be undertaken for at least the first 3 months of live streaming. The need for advertising/communication of audio recording and live streaming of open Council meetings will be reviewed on a regular basis. Based on the number of people clicking through to view and listen to Council meetings, it will be determined if communication of this service should be advertised from time to time to remind residents and ratepayers of its availability.

#### **4. IMPLEMENTATION**

Implementation of this policy will reside with the General Manager’s office.



## **5. DELEGATION**

Responsibility of this policy is delegated to the General Manager.

## **6. RESPONSIBILITY**

The responsibility to ensure this policy is enforced rests with the General Manager.

## **7. REPORTING**

Data related to the number of people clicking through to watch live and view Council meetings will be reported to Council on a monthly basis as part of the regular officers' reporting within the Ordinary Meeting of Council agendas.

## **8. STATUTORY REQUIREMENTS**

The Local Government (Meeting Procedures) Regulations 2015 No.38 do not preclude the introduction of live streaming of open Council meetings or the availability of the audio/visual recording for public viewing post a meeting.

## **9. REFERENCES**

- Risk Assessment of Audio Recording, Live Broadcasting and Publishing of Open Council Meetings: July 2015, Hobart City Council.
- Evaluation of the Council Meeting Audio and Live Broadcasting Service: November 2016, Hobart City Council.
- Council Meetings – Audio Recording Policy, City of Launceston (May 2011).

## **10. ATTACHMENTS Nil.**

## 7.3 Voluntary Council Amalgamations – Community Consultation

### Responsible Officer – General Manager

#### **Background**

Clarence, Sorell, Tasman and Glamorgan Spring Bay Councils jointly signed a memorandum of understanding with the State Government in 2015 to formalise arrangements for the development of a feasibility study into voluntary amalgamations and shared services proposals for the four South East Tasmanian Councils (the Councils).

To facilitate the study process, the State Government through the auspice of the Local Government Division, established a panel of four consulting groups to quote for the undertaking of the studies with KPMG being appointed the preferred contractor.

A steering committee comprising the Mayor and General Manager of each of the Councils was established to provide oversight to the process.

The process concluded September 2016 with the submission of the final report by KPMG – South East Councils Feasibility Study, which was received formally by Council at the December 2016 Ordinary meeting.

It should also be noted that subsequent to the South East Councils Feasibility Study being completed by KPMG, Break O'Day Council commissioned KPMG to investigate the possibility of a boundary adjustment that would involve "splitting" Glamorgan Spring Bay Council in the vicinity of Cherry Tree Hill. This would transfer the Bicheno/Coles Bay area to Break O'Day Council. This option was not included in the scope of the community consultation, which was based on the South East Councils Feasibility Study only.

The overall process can be summarised as follows:

- All Councils to receive the final KPMG report by December 2016;
- All Councils to undertake community consultation in 2017;
- Councils to consider public feedback and determine by December 2017 if they are to continue with exploring voluntary amalgamations and if so, based on what preferred option(s);
- Assuming there are at least two neighbouring Councils who have adopted the same option, a due diligence process to be undertaken through a formal review process to be carried out by the Local Government Board; and
- Consideration of Local Government Board findings by Council and final determination.

The purpose of this report is for Council to formally receive and note the community consultation results and determine the next step(s) in the process. That is, whether to continue with the process and if so, to nominate a preferred option(s) to be the subject of a due diligence assessment by the Board of Local Government.

#### **Community Consultation**

At the March 2017 Ordinary Meeting, Council approved a community consultation process to ascertain community views on the voluntary Council amalgamation options identified in the South East Councils Feasibility Study.

The purpose of consultation was to gauge, in broad terms, the general community interest in amalgamations. It was designed to ascertain what the 'community feel' is on the topic, as to whether the community was 'for' or 'against' amalgamations, and also what the preferred options are should Councils amalgamate.

The consultation process was not a formal voting process. It was an opportunity for residents and ratepayers to express their view on the issue via panel discussions and a survey questionnaire.

The consultation was designed purely to provide the Council with a general view of the community opinion, to assist Council in making a decision in December 2017 as to whether to further progress with the amalgamation process and request the Minister to undertake a due diligence assessment and community consultation through a Local Government Board Review on the preferred option(s). It is not a decision to amalgamate.

Any further decision after the Local Government Board Review, 'the decision to amalgamate', would be subject to further deliberation between Council and the Minister.

### ***Consultation Approach***

#### **1. Discussion Panel - Community Information Sessions**

Three (3) community information sessions were conducted at the end of April 2017 utilising a discussion panel approach. These took place in Bicheno, Swansea and Triabunna/Orford on the 28<sup>th</sup> and 29<sup>th</sup> of April 2017.

Each panel consisted of five-six (5-6) participants:

- Chair, Dr E R (Eva) Ruzicka
- KPMG Enterprise Advisory (as authors of the South East Councils Feasibility Study)
- Two (2) Councillors
- David Metcalf, General Manager

The sessions were broadly advertised using a range of local and statewide mediums and channels to encourage best possible community engagement and participation in the process from Glamorgan Spring Bay residents and ratepayers.

The main objectives of the sessions were:

- Inform the community of the key findings from the KPMG feasibility study on which the community would be asked their preferences and opinions i.e. overview of shared services and the four amalgamation options.
- Discuss the pros and cons of these options as outlined in the report.
- Communicate the potential impact of each of these options on the individual resident and/or ratepayer of Glamorgan Spring Bay and the community as a whole (i.e. what is and isn't in it for me and my community?).

Attendance of residents/ratepayers at each of the community information sessions was as follows:

- Bicheno 45
- Swansea 18
- Triabunna/Orford 35

## 2. Community Survey

The community survey was conducted from **9<sup>th</sup> October until the 17<sup>th</sup> November 2017**.

### **Total Sample N = 556**

This represents a response rate of 13%, in line with average response rates for community surveys in Australia of between 10% and 15%.

A sample size of 500 provides a standard error of percentage of between 1% to 2%.

The community survey was designed to give both residents and ratepayers the opportunity to give their opinion on voluntary Council amalgamations.

All ratepayers were sent a letter from the General Manager providing an overview of the process to date, a summary of the report conclusions prepared as a succinct information sheet and details about how to complete the survey online or request a hard copy survey questionnaire with reply paid envelope.

The survey was conducted via the Survey Monkey platform. How to access information and complete the survey was advertised broadly throughout October/November 2017. This included a range of local newsletters, The Examiner and Mercury newspapers, community noticeboards throughout the municipal area and distribution of notices to local community groups. Every effort was made to ensure Council notified residents who are not ratepayers of the survey. All relevant information materials were placed on Council's website along with a link to the online survey. The communication campaign also detailed how to access and complete a hardcopy of the survey questionnaire if preferred.



## **Findings of Community Consultation Survey**

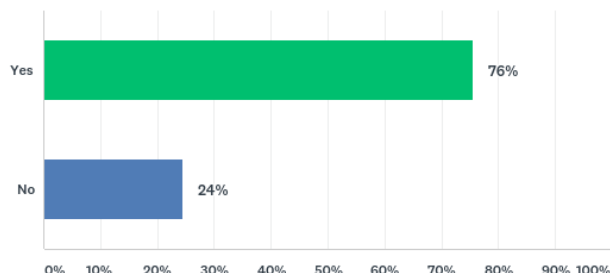
The survey results clearly indicate that the communities of Glamorgan Spring Bay are strongly supportive of voluntary Council amalgamations overall, with an amalgamation of Clarence, Sorell, Tasman and Glamorgan Spring Bay Councils the most preferred option (36%). However, over fifty percent of the sample indicated either an amalgamation of Glamorgan Spring Bay Council with Sorell and Tasman only as a preferred option (29%) or an extension of the shared services arrangements (27%).

As emphasised in the letter to ratepayers/residents, the survey results are not the decision to amalgamate but simply the next step in continuing the process and reaching a point where an independent review is done of the assumptions and modelling that formed the proposed and potential savings / impacts of the KPMG report. It is important the Local Government Board review process be carried out based on more up to date financial information, to provide a transparent and unbiased assessment on the positive and negative effects of any merger outcome.

### ***Q.1 Do you support voluntary Council amalgamations?***

Yes	76%
No	24%

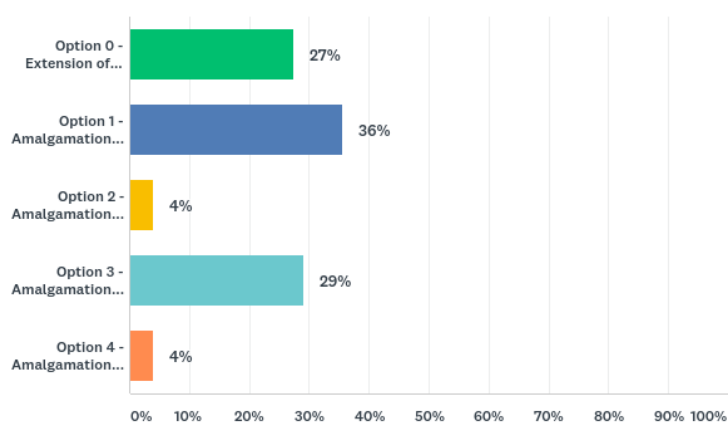
Q1 Do you support voluntary Council amalgamations?



**Q.4 Even if you do not support voluntary amalgamations, can you please indicate below your preferred option? (Single response only)**

- Option 1 - Amalgamation Clarence, Sorell, Tasman & GSBC 36%
- Option 3 - Amalgamation Sorell, Tasman & GSBC 29%
- Option 0 - Extension of shared services arrangements 27%
- Option 2 - Amalgamation Clarence, Sorell, Tasman 4%
- Option 4 - Amalgamation Sorell & Tasman 4%

**Q4 Even if you do not support voluntary amalgamations, can you please indicate below your preferred option?**



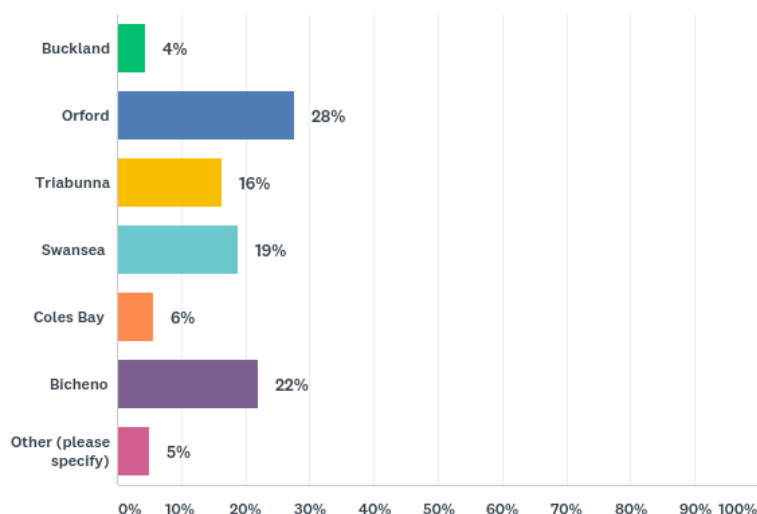
**Q.7 Which of the following best describes your circumstances?**

- A GSB ratepayer and permanent resident in the municipal area 58%
- A GSB ratepayer but NOT a permanent resident in the municipal area 37%
- A permanent resident of GSB but not a ratepayer 3%
- Other 2%

**Q.9 Where in Glamorgan Spring Bay do you live (or which is the nearest town)?**

- Orford 28%
- Bicheno 22%
- Swansea 19%
- Triabunna 16%
- Coles Bay 6%
- Buckland 4%
- Other 5%

**Q9 Where in Glamorgan Spring Bay do you live (or which is the nearest town)?**



**Statutory Implications**

Nil.

**Budget Implications**

An offer was received through the Minister for Local Government for the Department of Premier and Cabinet (DPAC) to contribute up to 50% of costs associated with the public consultation process.

### **Recommendations**

1. That Council resolves to receive and note the results of the community consultation regarding voluntary council amalgamations (South East Councils Feasibility Study 2016).
2. That Council resolves to continue with the voluntary amalgamation process.
3. That Council resolves to request, pursuant to Section 214(2)(b) of the Local Government Act 1993, the Minister for Planning and Local Government to require the Local Government Board to undertake a review that includes a due diligence assessment of the amalgamation options 1 – 4 (inclusive).
4. That Council resolves to request the Minister for Planning and Local Government that the Council be consulted on the matters that the Local Government Board review will take into account in accordance with Section 214A of the Local Government Act 1993.
5. That Council resolves to request the Local Government Board to investigate boundary adjustments with other Councils including Southern Midlands (to make a uniform Municipality) and the Break O'Day Council, given some Bicheno residents have expressed a desire to have a boundary adjustment from Cherry Tree Hill to the Denison River and be joined with the Break O'Day Municipality. \*

*\*Please note the option of a boundary adjustment with Break O'Day Council was not measured as an option in the community survey and is based on qualitative discussions and feedback from residents only.*

### **Attachment:**

Voluntary Council Amalgamations – Community Survey Questionnaire

## **7.4 Old Swansea Courthouse and Council Offices**

### **Responsible Officer – General Manager**

Council has received two information reports from the Swansea Courthouse Management Committee (SCMC):

- Swansea Courthouse Management Committee Terms of Reference;
- List of Swansea Courthouse Management Committee Members.

These documents are in response to Council's decision at the Ordinary Meeting of Council on the 26<sup>th</sup> September 2017, with regard to Item 8.1. Notice of Motion Future of Old Swansea Courthouse and Council Offices.

Council has been informed that committee members were elected at a public meeting held on Sunday 12th November 2017. The Terms of Reference were adopted by the Swansea Courthouse Management Committee at the committee's meeting of 27th November 2017.

### **Statutory Implications**

Nil.

### **Budget Implications**

Nil.

### **Recommendation**

That Council receives and notes the Swansea Courthouse Management Committee Terms of Reference and list of Swansea Courthouse Management Committee Members as presented.

### **Attachments:**

- Swansea Courthouse Management Committee Terms of Reference;
- List of Swansea Courthouse Management Committee Members.

#### **Attachment Item 7.4: Swansea Courthouse Management Committee Terms of Reference**

## **Swansea Courthouse Management Committee Terms of Reference**

### **Background**

Glamorgan Spring Bay Council resolved at their meeting of 26<sup>th</sup> September 2017 that:

1. The current Swansea Courthouse Management Committee (SCMC) form a new Management Committee with ten members selected for their skills and representative of local and wider community and business interests no later than 30th November 2017;
2. Terms of Reference for the committee should be established and submitted to Council within three months of the formation of the committee;
3. That Council retain the Swansea Courthouse and Council Office in public ownership until 30 December 2021 to allow the new committee time to prove their business plan; and
4. That SCMC presents an Annual Report to Council that includes their current financial position, future intentions and alignment to their business plan to the year 2021.

### **Mission**

The mission of the SCMC is to manage the Swansea Courthouse and Council Chambers as a valuable and valued community asset.

### **Vision**

The vision of the SCMC is that the Swansea Courthouse and Council Chambers will:

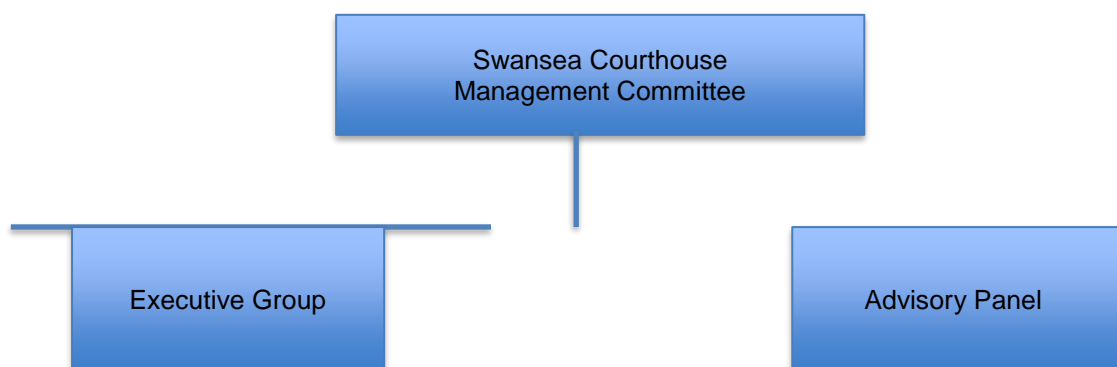
- be retained as a community asset through its use;
- will be maintained and preserved for future generations by restoring its heritage values;
- will support local business and employment through integration of events and activities with local service providers.

### **Functions of the SCMC**

The functions of the SCMC are to work in partnership with Council to obtain funds for building works and take responsibility for the day to day management of the Courthouse and management of building works. The SCMC will restore community optimism for the on-

going use of an upgraded building for community activities and events. The SCMC will regularly review and amend their business plan and present an annual report to Council that includes their current financial position, future intentions and alignment of outcomes to their business plan.

## Structure of the SCMC



The Swansea Courthouse Management Committee (SCMC) is comprised of sixteen persons nominated and elected at the 27-11-17 public meeting due to their skills and interest in the project. The SCMC is made up of an Executive Group and Advisory Panel. The purpose of this structure is to ensure an effective and efficient use of committee members voluntary time and resources. There may also be working groups of volunteers formed to undertake specific tasks.

## Role of the SCMC

The role of the SCMC is as follows.

- take on the responsibility for: the regular review of the business plan; hiring out of the Courthouse facilities; supervising the preparation of a Heritage Conservation Plan; applying for building permits; applying for funding assistance; overseeing conservation and improvement works; and providing an Annual Report to Council on the SCMC activities.
- ensure community commitment to support the on-going use of an upgraded building for community activities and events.
- work in partnership with Council to obtain funds for the Heritage Conservation Plan and for building works.
- apply for incorporation and to that end vote on and accept a constitution.



## Role of individual SCMC members

The role of individual SCMC members includes:

- appreciating the significance of the project for some or all stakeholders and representing their interests
- be genuinely interested in the initiative and the outcomes being pursued in the project
- be an advocate for the project's outcomes
- have a broad understanding of project management issues and the approach being adopted
- be committed to, and actively involved in pursuing the project's outcomes

In practice, this means they:

- ensure the requirements of all stakeholders are met by the project's outcomes
- liaise with relevant associated organisations and stakeholders
- help balance conflicting priorities and resources
- provide guidance to the Executive Group
- consider ideas and issues raised
- review the progress of the project
- check adherence of project activities to standards of best practice

## SCMC Membership

The membership of the SCMC includes members (listed in alphabetical order) with expertise and knowledge in:

1. Architectural Design
2. Business Enterprise
3. Chair/Convenor
4. Community Services
5. Community Arts
6. Finance and Funding Bids
7. Heritage and Local History
8. Local Government Advisor
9. Publicity and Communications

10. Restoration Project Management
11. Tourism Opportunities
12. Secretary
13. Treasurer
14. Wine Grower

The Executive Group will include the Chair, Secretary, Treasurer, and two other members, and will invite members of the Advisory Panel to attend meetings when their specialist knowledge is required.

All SCMC Meetings are however open to any committee member to attend.

## Chair

The Chair shall convene the SCMC meetings. If the designated Chair is unavailable then an Acting Chair will be responsible for convening and conducting that meeting.

## Agenda Items, Minutes & Meeting Papers

The SCMC agenda will be prepared by the Secretary and issued a week before the meeting date. Any business papers shall also be circulated with the agenda. Any additional matter can be raised as a part of General Business.

Minutes of each meeting will be circulated to all committee members within a week of the date of the meeting held.

## Frequency of Meetings

The SCMC shall meet monthly at a time suitable for all members to attend.

## Proxies to Meetings

Members shall not nominate a proxy to attend a meeting if the member is unable to attend.

## Quorum Requirements

A minimum of four SCMC members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

## Replacing SCMC members

The SCMC is to be advised in writing by the member resigning from the committee.

Any such resignation is to be formally accepted by the SCMC.

Any nomination for SCMC replacements is to be discussed by the committee before a potential replacement person is invited by the Chair to serve on the SCMC.

## Term of SCMC membership

All members elected at the Public Meeting held in the Swansea Courthouse on 12<sup>th</sup> November 2017 are expected to serve for one year. Following this one year period all members shall stand down and may stand for re-election at the Annual General Meeting to be held in September 2018.

## Adoption of the Terms of Reference

These Terms of Reference were adopted by the SCMC at the committee meeting of 27<sup>th</sup> November 2017.



**Attachment Item 7.4: List of Swansea Courthouse Management Committee Members**

**2017-18 Swansea Courthouse Management Committee Members**

<b>Member</b>	<b>Position/Skill</b>
Keith Breheny	Chair/Convenor
Rodger Bartlett	Secretary
David Lathwell	Treasurer
Pia Bartlett	Architectural Design
Nick Green	Finance & Funding Bids
Cheryl Arnol	Local Government Advisor
Laurinda Bond	Business Enterprise
Jennifer Lathwell	Community Arts
Rev. Trevor Smith	Community Services
Maureen Martin Ferris & Rick Bzowy	Heritage & Local History
Bill Fry	Publicity & Communications
Jeremy Jamson	Restoration Management
Belinda & Kerry Russell	Tourism Opportunities
Glenn Travers	Wine Grower

The committee members were elected at the Swansea Courthouse Public Meeting held at 3:00 PM on Sunday 12<sup>th</sup> November 2017.

## 8. Motion Tracking Document

*Last updated 6/12/2017*

<b>Meeting Date</b>	<b>Item No.</b>	<b>Decision Number</b>	<b>Title</b>	<b>Action Officer</b>	<b>Progress</b>	<b>Completed</b>
21 <sup>st</sup> 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
25 <sup>th</sup> 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
23 <sup>rd</sup> 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. Council Workshop held on 17 <sup>th</sup> January 2017 prior to report for January 2017 OMC. Update as per Decision 46/15 above.	In Progress
28 <sup>th</sup> June	8.8	99/16	Review of Seafest 2016	MCD & Sustainability Officer	Event to be handed over to the community through an EOI process. Currently in discussions with interested community groups.	In Progress
23 <sup>rd</sup> August	8.1	112/16	Old Swansea Council Chambers & Courthouse	GM	Notice of Motion and Business Plan on September 2017 OMC Agenda. Council to retain until 2021 and SCMC to provide ToR for committee and business plan for facilities.	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

<b>Meeting Date</b>	<b>Item No.</b>	<b>Decision Number</b>	<b>Title</b>	<b>Action Officer</b>	<b>Progress</b>	<b>Completed</b>
27 <sup>th</sup> September	8.5	130/16	Communities and Coastal Hazards Local Area Report – Triabunna and Orford	MNRM	Final report endorsed. Further workshops and community discussions to take place in relation to key future actions/steps. Workshop held in December 2016. Manager NRM formulating action plan/next steps for 2017. Meeting with Climate Change Office end of June 2017.	In Progress
27 <sup>th</sup> September	8.6	131/16	Review of the draft Prosser River Catchment Management Plan	MNRM	Approval by Council to conduct review. Update on workshop dates in Manager NRM report for April 2017. Latest workshop held in June 2017.	In Progress
27 <sup>th</sup> September	10.1	134/16	Notice of Motion: Boatel Development at the Triabunna Marina and Wharf Precinct	Clr Jenny Woods	General Manager has contacted Crown Land Services who are in the process of confirming the status of the boatel development with the developers.	In Progress
24 <sup>th</sup> January	8.1	13/17	Tea Tree Rivulet Dam Approval and Construction (including approval of borrowing/budget amendments)	GM	Council approval for GM to progress the project.	In Progress
24 <sup>th</sup> January	8.7	18/17	State Growth Road Trade	MW	Manager Works and GM to progress discussions.	In Progress
28 <sup>th</sup> March	8.1	54/17	Council Amalgamations – Proposal for Community Consultation	GM	Community survey complete and report to OMC December 2017. Minister Gutwein has requested Council's advice by December 2017.	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



<b>Meeting Date</b>	<b>Item No.</b>	<b>Decision Number</b>	<b>Title</b>	<b>Action Officer</b>	<b>Progress</b>	<b>Completed</b>
28 <sup>th</sup> March	8.3	56/17	Petition to Amend a Sealed Plan – RA311 Harveys Farm Road, Bicheno	GM	Approved, process has commenced.	In Progress
27 <sup>th</sup> June	8.5	88/17	Section 137 – Notice of Intention to Sell Land	GM	Service of notice to be progressed by admin staff.	In Progress
24 <sup>th</sup> October	7.2	132/17	Live Streaming of Council Meetings	GM	Live Streaming endorsed to proceed in November 2017 and policy to be developed within 60 days of motion. Policy presented to Council December 2017.	In Progress
28 <sup>th</sup> November	7.1	147/17	Christmas Closure Period 2017	GM	Council office to close 5pm 15 <sup>th</sup> December 2017 and re-open 8.30am 2 <sup>nd</sup> January 2018	Complete
28 <sup>th</sup> November	7.2	149/17	Spring Bay Destination Action Plan 2016-2019	GM	Received by Council	Complete
28 <sup>th</sup> November	7.3	150/17	Freycinet Association Inc.	GM	Grant of \$1,000 approved for Children's Christmas Party	Complete

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

**Recommendation:**

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



## 9. Questions Without Notice

## 10. Close

The Mayor to declare the meeting closed at (Time).

***The live streaming and recording of meetings will now be switched off.  
Mayor to check that the streaming has been terminated.***

**CONFIRMED** as a true and correct record.

Date:

Mayor, Cllr Michael Kent AM