



**GLAMORGAN  
SPRING BAY  
COUNCIL**

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**ORDINARY COUNCIL MEETING MINUTES**

TUESDAY 12 DECEMBER 2023

2:00 PM

Council Chambers, Triabunna

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## NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 12 December 2023, commencing at 2:00 pm.

## QUALIFIED PERSON CERTIFICATION

I hereby certify that, in accordance with section 65 of the *Local Government Act 1993*, any advice, information and recommendations contained in the reports related to this Agenda have been prepared by persons who have the qualifications or experience necessary to give such advice, information and recommendations.

**Dated** this Thursday 7 December 2023



Alex Woodward

**ACTING GENERAL MANAGER**

### IMPORTANT INFORMATION

- 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 recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

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.

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## 1 OPENING OF MEETING

The Mayor welcomed Councillors and staff and declared the meeting open at 2.01pm.

### 1.1 Acknowledgement of Country

*Glamorgan Spring Bay Council acknowledge and pays respect to the Tasmanian Aboriginal people as the traditional and original owners, and continuing custodians of this land on which we gather and acknowledge their Elders - past and present.*

### 1.2 Present

**Present:**

Mayor Cheryl Arnol  
Clr Rob Churchill  
Clr Neil Edwards  
Clr Richard Parker  
Clr Jenny Woods  
Clr Robert Young

### 1.3 Apologies and Leave of Absence

#### Apologies

Nil.

#### Leave of Absence

Clr Carole McQueeney (approved leave of absence)

*In accordance with r.39 of the Local Government (Meeting Procedures) Regulations 2015, the Chairperson hereby requests Leave of Absence for Deputy Mayor Michael Symons for this meeting of Council for personal reasons.*

#### DECISION 278/23

Moved Clr Robert Young, seconded Clr Jenny Woods:

That Council grant Deputy Mayor Symons leave of absence for the meeting of Council held on Tuesday 12 December 2023.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil

#### **1.4 In Attendance**

General Manager, Mr Greg Ingham  
Executive Officer, Mrs Jazmine Kerr  
Director Planning and Development, Mr Alex Woodward  
Director Works and Infrastructure, Mr Peter Porch  
Director Corporate and Community, Mrs Elysse Blain

#### **1.5 Late Reports**

Nil.

#### **1.6 Declaration of Interest or Conflict**

*The Mayor requests Elected Members to indicate whether they have:*

- 1. any interest (personally or via a close associate) as defined in s.49 of the Local Government Act 1993; or*
- 2. any conflict as described in Council's Code of Conduct for Councillors, in any item included in the Agenda.*

**Nil.**

## 2 CONFIRMATION OF MINUTES

### 2.1 Ordinary Meeting of Council - 28 November 2023

#### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 28 November 2023 at 2:00pm be confirmed as a true and correct record.

#### **DECISION 279/23**

Moved Clr Jenny Woods, seconded Clr Robert Young:

That the Minutes of the Ordinary Meeting of Council held on 28 November 2023 at 2:00pm be confirmed as a true and correct record.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil

## **2.2 Date and Purpose of Workshop(s) Held**

### **TUESDAY 5 DECEMBER 2023**

In accordance with the requirement of Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council Workshop was held from 1.30pm to 4.10pm on Tuesday 5 December 2023 at the Council Offices, Triabunna.

#### **Present:**

Mayor Cheryl Arnol  
Deputy Mayor Michael Symons (via remote video conference)  
Clr Rob Churchill  
Clr Neil Edwards  
Clr Richard Parker  
Clr Robert Young

#### **Apologies:**

Clr Jenny Woods (unwell)  
Clr Carole McQueeney (approved leave of absence)

#### **In Attendance:**

Mr Alex Woodward, Acting General Manager  
Mr Peter Porch, Director Works and Infrastructure  
Mrs Elysse Blain, Director Corporate and Community

#### **Guests**

- Paul Jackson (Southern Tasmania Regional Waste)
- Katrena Stephenson (Southern Tasmania Regional Waste)

#### **Agenda**

- Briefing from Southern Tasmania Regional Waste
- Urban Nature Strip Mowing Service Level Review
- Sale of land for unpaid rates
- Revised Budget 2023/24
- Australia Day Awards
- Future of Local Government Review

#### **RECOMMENDATION**

That Council notes the information.



**DECISION 280/23**

Moved Clr Neil Edwards, seconded Clr Rob Churchill:

That Council notes the information.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil

### 3 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 (Meeting Procedures) Regulations 2015*, Questions on Notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which a member of the public would like a question answered.

#### 3.1 Questions on Notice

Nil.

#### 3.2 Questions Without Notice

*Glamorgan Spring Bay Council will allow questions to be provided by written notice by 12 noon the day before the Ordinary Council Meeting by either emailing [general.manager@freycinet.tas.gov.au](mailto:general.manager@freycinet.tas.gov.au) or alternatively left in the post box outside the Council Chambers located at 9 Melbourne Street, Triabunna.*

Nil.

## **4 PLANNING AUTHORITY SECTION**

Nil Reports.

## 5 FINANCIAL REPORTS

### 5.1 Financial Report for November 2023

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

#### ATTACHMENT/S

1. Group Financial Statements 2023-11 [5.1.1 - 5 pages]

#### BACKGROUND/OVERVIEW

The financial reports for the period ended November 2023 as attached to this report are presented for the information of Council.

#### STATUTORY IMPLICATIONS

- Australian Accounting Standards Board (AASB)
- International Financial Reporting Standards (IFRS)

#### BUDGET IMPLICATIONS

There are no budget implications recognised in the receipt and noting of these reports by Council.

#### RISK CONSIDERATIONS

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
<b>Adopt the recommendation</b>				
There are no material risks from adopting this recommendation.				
<b>Do not adopt the recommendation</b>				
By not receiving and reviewing the major financial reports on a regular basis, such as the Profit & Loss, Statement of Cash Flows, Capital Works and Balance Sheet, Council risks not meeting its financial management obligations.	Likely	Likely	High	By not adopting the recommendation Council is not endorsing the financial reports for the period ending 30 November 2023. Council needs to endorse.

**OFFICER'S RECOMMENDATION**

That Council receives and notes the Financial Reports as attached to this report for the period ended November 2023.

**DECISION 281/23**

Moved Clr Rob Churchill, seconded Clr Neil Edwards:

That Council receives and notes the Financial Reports as attached to this report for the period ended November 2023.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil

## 6 SECTION 24 COMMITTEES

### 6.1 Triabunna Community Hall Committee Minutes - 7 November 2023

#### Triabunna Community Hall Committee (TCHC)

Meeting Minutes 7/11/23

##### Opening

The regular meeting of the Triabunna Community Hall Committee (TCHC) was called to order at 11:00pm on 7/11/23 in the TCH by Chairperson David Kirk.

##### Present

Malcolm Bishop, Kaylene Lee, Chairperson David Kirk, Secretary/Treasurer Gavan Barber & Councillor Robert Young

##### Apologies

##### Declaration of Interest/Conflict

Nil

##### Approval of Minutes

Minutes of committee meeting on 7/9/23, as circulated, were accepted.

**MOVED:** Kaylene Lee  
**SECONDED:** Robert Young  
**CARRIED:** Unanimously

##### Business Arising from Minutes

- Internet at TCH – Triabunna Tivoli Theatre have their own broadband modem, so the TCH doesn't have to provide them with internet access. The TCH Committee cannot install internet in the hall without Council approval.

**MOTION:** That Council increase the spending limit of TCH Committee to allow installation of internet at TCH. That the Triabunna Hall Committee purchase a suitable modem and internet connection at an affordable cost. Several hirers have requested internet access, including the Local Govt Board. The hall committee has sufficient funds to cover the expenditure.

**MOVED:** - Kaylene Lee  
**SECONDED:** Robert Young  
**CARRIED:** Unanimously

##### Correspondence

- Invoices from All-Mighty Services for sealing of floor in box office and a general clean of hall.

## Financial Report

Balance in account at date of meeting is \$11,141.86

## Acceptance of Financial Report

**MOVED:** Robert Young

**SECONDED:** David Kirk

**CARRIED:** Unanimously

## New Business

- Reimbursement to All-Mighty Services for sealing of box office floor and general clean of hall. Total: \$410.00

**MOVED:** Kaylene Lee

**SECONDED:** Malcolm Bishop

**CARRIED:** Unanimously

- State of floor in foyer, external lights, air conditioning covers, and gutter cleaning Daniel Herman, Buildings Manager, has all items in hand.
- Happy Holidays

## Other Business

- Kaylene Lee to follow up on Meals on Wheels invoices.

## Close

Meeting was closed at 11:20pm by Chairperson David Kirk.

**Next meeting - 11:00am on January 16, 2024, @ the TCH**

Minutes submitted by: Gavan Barber

Approved by: David Kirk

## Motion / Action Tracking

**ACTION:** Gavan to contact Council as to why there are no hall hire fees in the 22/23 Fees and Charges schedule form Council.

**MOTION:** That Council increase the spending limit of TCH Committee to allow installation of internet at TCH. That the Triabunna Hall Committee purchase a suitable modem and internet connection at an affordable cost. Several hirers have requested internet access, including the Local Govt Board. The hall committee has sufficient funds to cover the expenditure.

## RECOMMENDATION

That the Minutes of the Triabunna Community Hall Committee meeting held on 7 November 2023 be received and noted.

**DECISION 282/23**

Moved Clr Robert Young, seconded Clr Jenny Woods:

That the Minutes of the Triabunna Community Hall Committee meeting held on 7 November 2023 be received and noted.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil



## 6.2 Marine Infrastructure Committee Minutes - 21 November 2023



### MARINE INFRASTRUCTURE COMMITTEE MINUTES

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**Date:** Tuesday 21 November 2023  
**Time:** 1:30pm  
**Location:** Council Chambers, 9 Melbourne St, Triabunna

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#### 1. PRESENT AND APOLOGIES

**Present:**

Clr J Woods (Chair)  
Clr N Edwards  
C Barney  
J Burke  
J Hall  
P Warner  
P Aulich  
S Thompson

**Apologies:**

D Goodfellow  
G Kennedy

**In Attendance:**

P Porch, Director Works and Infrastructure  
J Kerr (Minutes Secretary)

**Absent:**

Senior Constable, A King

#### 1. CONFIRMATION OF MINUTES MONDAY 4 SEPTEMBER 2023

**MOVED:** J Burke      **SECONDED:** C Barney

That the minutes of the previous meeting be confirmed as a true and correct record.

**CARRIED UNANIMOUSLY 8/0**

## **2. STRUCTURE PLAN/FORWARD PLANNING**

- P Porch gave a brief update on Structure Plans for townships and invited Committee members to join public consultations.
- J Hall asked about the ferry and shipyard relocation proposal. P Porch explained that it was part of The Triabunna Tomorrow project which will be referenced as Council's input to the Structure Plans.

## **3. REVIEW OF TERMS OF REFERENCE**

The Committee discussed the Terms of Reference, and the following was noted:

- P Porch advised the Committee that the Manager of Buildings and Marine Infrastructure had finished with Council and that Council had since recruited a Facilities Coordinator. The position title referenced in the Terms of Reference should be updated to reflect this.
- P Porch advised that item 4F in the Terms of Reference relating to the maintaining of a record of inventory is not a function of the Committee and should be removed.
- P Porch suggested removing 7A and 7B from the Terms of Reference.
- Clr J Woods questioned the accuracy of 7C.
- Clr J Woods will collect feedback on the Terms of Reference and present it at the next meeting.

## **4. GENERAL DISCUSSION FOR FUTURE MEETINGS TO BE HELD**

The Committee discussed future dates for meetings in the new year, and agreed on the following meetings to be held at the Triabunna Council Chambers:

- 20<sup>th</sup> February 2024
- 21<sup>st</sup> May 2024
- 20<sup>th</sup> August 2024
- 19<sup>th</sup> November 2024

## **5. OTHER BUSINESS**

P Porch circulated a report to the Committee providing a general update on Marine Infrastructure (see attached). P Porch spoke to the report providing the Committee with a further update. The following was noted:

- 35 people on the waiting list for a berth in the Marina.
- Saltworks Boat Ramp car parking and toilet – MAST will soon be releasing the draft plan for community consultation.
- Coles Bay jetty extension – installation likely to be done after Easter 2024.
- Evacuation Plan for the Marina – document currently being developed.

The Committee discussed spill kits and fueling requirements for commercial and recreational boats. P Aulich suggested an information sheet for safety.

S Thompson and C Barney raised questions about maintenance and boat ramps, particularly over the holiday season. P Porch to follow up with Works Manager.

**6. NEXT MEETING:**

The next scheduled meeting will be held on **Tuesday 20 February 2024** at **1:30pm** in the Triabunna Council Chambers.

**MEETING CLOSED: 2:37pm**

## Marine Infrastructure Committee November 2023 Activity Report

Since the previous meeting

- MAST dredging.
  - MAST have conducted dredging and rock removal at the ferry berth and channel. All materials have been directed to the area east of berths 40 – 64. These works required a planning permit and were conducted by TasMarine with Ben Wells supervising the operations.
  - Materials are drying. Once dry enough to support a machine, the soils will be levelled and grassed.
  - While the barge was here, council engaged TasMarine for 3 days of dredging to clear debris from 7 berths and remove a section of rock reef. Costs around 20k from operating funds with MAST picking up half a day of these costs.
  
- Car Park pavement upgrade East Side – yet to be programmed. Will occur before the end of financial year.
- Fire equipment: Hadn't been inspected for a few years. TasFire have been engaged to do regular inspections. Order provided to upgrade and repair all existing equipment.
- Emergency Response Plan. No emergency response plan exists for the Marina at Triabunna. A document is in development based on others found on the web. An Evacuation Plan is being developed also. Reviewed contents of spill kit and supplementing with additional useful materials.
- CCTV camera repairs are being investigated with a likely change of provider. Camera availability and broadcast is not complete with half the cameras not operating.
- Oil storage bunds being investigated to be compliant.
- A review of the waiting list has been carried out. 35 plus, still on the list.
- There are currently 8 vacant berths to assist with short term stay. This will be reviewed with Harbour Master to determine a minimum number of vacant berths for operational effectiveness.
- Leases have been updated. Copies have been sent to lease holders for signature. About half have been returned. Invoices are being sent and paid regardless.
- The Facilities Coordinator is reviewing the previous year's expenses to determine the fixed costs and any discretionary values to inform maintenance expenditure plans.
- Hunter Diving and Marine Construction have been engaged to carry out an inspection of 15 Marine structures and provide a written report. The last inspection was 2018. This inspection will inform maintenance and capital requirements and budgets for the next couple of years.
- Saltworks car parking – MAST soon releasing draft plan for public consultation. Parks continue to work through their processes for approvals for the toilet and car park area.
- Coles Bay floating jetty extension – installation after easter next year.

## Financials

<b>Operating Budget</b>	<b>Expenditure year to date</b>	<b>Remaining Budget</b>
\$151,923	\$50,641	\$101,282
<b>Operational Commitments</b>	<b>Depreciation</b>	<b>Capital Commitments</b>
\$63,500	\$126,000	\$25,000
<b>Budget income</b>	<b>Income YTD</b>	
\$519,980	\$329,000	

## Future Works

- o Upgraded Toilet and shower facilities.
- o Infrastructure renewal as per schedules
- o Survey of berths for maximum draft limits. No berth survey information is held presently with allocation of berths based on previous vessel draft and dimensions.
- o Triabunna Tomorrow project remains on councils prospectus as a future development subject to extensive grants. The proposed upgrade of Maria Island facilities may be the catalyst for a grant application to move this project forward.
- o TasWater sewerage emergency storage upgrade – Marina car park lawn area.

Peter Porch

## **DIRECTOR WORKS & INFRASTRUCTURE**

### **RECOMMENDATION**

That the Minutes of the Marine Infrastructure Committee meeting held on 21 November 2023 be received and noted.

### **DECISION 283/23**

Moved Clr Jenny Woods, seconded Clr Neil Edwards:

That the Minutes of the Marine Infrastructure Committee meeting held on 21 November 2023 be received and noted.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker, Clr Jenny Woods and Clr Robert Young

Against: Nil

## **7 INFORMATION REPORTS**

### **7.1 Director Works and Infrastructure - Peter Porch**

*Asset Management; Roads, Bridges and Footpaths; Stormwater; Waste Management; Public Amenities; Parks, Reserves and Walking Tracks; Cemeteries, Buildings and Marine Infrastructure*

#### **ATTACHMENTS**

Nil

#### **PURPOSE**

This report provides information on the ongoing tasks of the Department in relation to Asset Management; Roads, Bridges and Footpaths; Stormwater; Waste Management; Public Amenities; Parks, Reserves and Walking Tracks; and Cemeteries.

#### **OFFICER'S COMMENTS**

##### **ASSET MANAGEMENT**

Asset Management practice is the strategic driver for the activities of the Department and is partnered by works that operate to maintain essential services to the community.

Key activities for the period have involved new staff becoming acquainted with the asset portfolios and developing an understanding of location, condition and stakeholders associated with the facilities. Also analysis of accounts and expenditure to understand annual values of commitments for services and what portion of budget may be discretionary for priority of maintenance works.

##### **CONSULTANT SERVICES**

Consultant services are required to deliver specialised services to Council for a range of generally short-term requirements. Current consultant activities comprise:

- Project Management & Supervision
- Design
- Development Engineering conditioning and associated advice

##### **OPERATIONAL WORKS**

###### **ROADS, BRIDGES, FOOTPATHS, KERBS**

- Two unsealed road inspections completed.
- Wielangta Rd maintenance grade- 90% completed.
- Earlham Rd flood damage repairs- completed.
- Cold mixing of potholes across the municipality- Ongoing across municipality - approx. 5 ton of cold mix placed for November.

- Milling/box outs and reseal of pavement failures:
  - Seaford/Banwell Rd pavement failures- 10 box outs completed, reseal when weather warms up.
  - Rheban Rd, Spring Beach- 6 box outs completed on Rheban Rd ready for re-seal campaign.
  - Rosedale Rd, Bicheno- 2 box outs completed ready for re-seal campaign.
  - Denison Crt, Bicheno- 1 box out completed ready for re-seal campaign.
  - Cooks Crt, Swansea- 2 box outs completed ready for re-seal campaign.
  - Cnr Harold St and Jetty Rd, Coles Bay- 1 box out completed and resealed.
  - Harold St, Coles Bay near hall- reclaim, stabilise and reseal completed.
  - Cosgrove St, Coles Bay- reclaim, stabilise and reseal completed.
- Roadside and fire break slashing – Annual roadside slashing underway.
- Roadside spraying of sealed and unsealed roads- underway

## **STORMWATER, DRAINAGE**

- Numerous subdivision inspections across the municipality- Ongoing
- Across the year there have been many interactions with private property owners resulting from complaints about stormwater nuisance from neighbouring properties. These continue to come to council and officers work to find solutions that resolve the issue with the least cost implications for property owners.
- Open drain and culvert/cross over maintenance- ongoing across municipality
- End of East Shelly Rd, stormwater extension to foreshore at Luther Pt to mitigate property flooding- awaiting cultural permit.
- Install concrete V drain on Rheban Rd at top of hill above Bennet Creek- completed.

## **WASTE MANAGEMENT**

- New waste transfer attendant recruited and trained for Coles Bay
- Green waste burning permits close on January 31<sup>st</sup>.

## **PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES**

- 13 Playground inspections carried out.
- Quantified tree risk assessment process (QTRA) – 1 X QTRA completed for November.
- Bicheno walking tracks from Murray St to Champ St, southern sides of road- DSG approved TMP.
- Maintenance of walking track in Jubilee Park, Swansea- underway
- Heavy rain/storm event- numerous drains/culverts cleaned out due to debris blockages- completed.
- Gravel walking track maintenance Orford/Triabunna- Nov/Dec 2023 ready for Xmas.
- Rock lining of drain along walking track near Riverside Drive- underway.
- Removal of piles of trimmed vegetation along Spring Beach foreshore track- completed.

## **MARINA**

- Installation of bunds at Marina for waste oil drums to be placed on to contain any spills- bunds/signage arrived, scheduling installation before Christmas.
- Emergency Response Plan development continued.
- Dredging by MAST completed. 3 days of dredging was also carried out to improve 7 berths and remove some rock hazards.
- Harbour Master activities carried out with liaison with berth lessees and wharf users ongoing.

## **BUILDINGS**

- Review of wastewater system at Coles Bay Hall area conducted. Plans for repairs and improvements under way.
- CCTV camera systems repairs and improvements being scheduled.
- Many public amenities have old and failing cisterns, slow to fill and creating blockages resulting from short intervals between flushing. Investigation into options for improving these issues is progressing
- Upgrade of toilet in Loo with a view, Swansea due to daily blockages- completed. Mains pressure issues prevented cistern refill in sufficient time between flushing.

## **EMERGENCY MANAGEMENT**

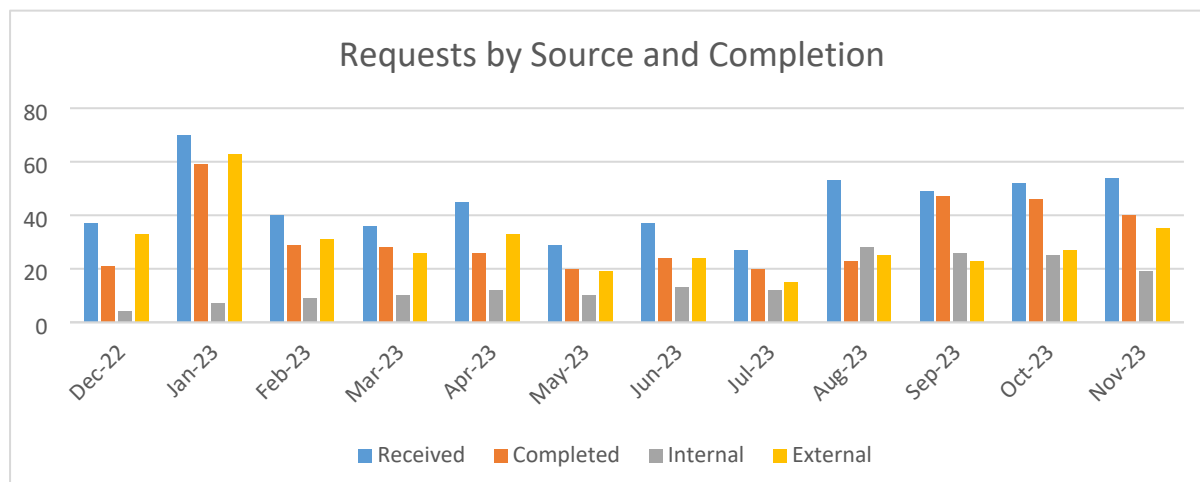
After hours rostering carried out as scheduled.

- Fire breaks from Dolphin Sands Rd to beach (2 of) will be graded early Dec 2023 to remove vegetation.
- Dolphin Sands bushfire- 2 X GSBC water trucks supported TFS for 3 days. GSBC organised 2 X JJ's rubbish skip bins for affected residents to use for fire and smoke damaged waste.
- Dolphin Sands Fire resulted in a request from the emergency controlling authority to open the Swansea Hall as an evacuation centre. The centre was open from Sunday 9.30pm through to Tuesday 4.30pm and operated by council staff. A number of people presented, availing themselves of the limited facilities.
- A review of the effectiveness of the facilities identifies significant deficiencies in council's evacuation centre resources which will be addressed in the near future.
- Training in Psychological First Aid is being delivered to volunteers at Coles Bay as the first step in equipping local residents to stand up an evacuation centre there in the event of road closure to the peninsula preventing council staff entering. This session will occur on December 2<sup>nd</sup>. Further training will be delivered in the new year.
- The Municipal Emergency Management Committee Meeting deferred from September was held on Monday the 13<sup>th</sup> November. The meeting was not well attended and that was due to the Dolphin Sands fire response active on the day.
- The two fire events, Coles Bay and Dolphin Sands have raised a number of issues which are gradually being progressed to improve stakeholder agency responses to emergencies in the area and mitigate risks to community.

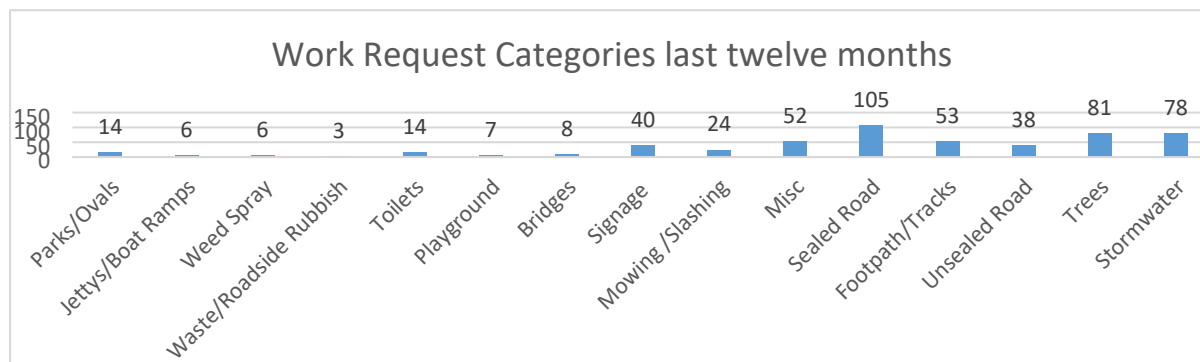


## CUSTOMER REQUESTS

The chart below summarises the requests received year to date by the total numbers received; the number completed; those generated by the public and those generated by officers.



The requests are sorted into categories to provide an overview of the areas showing the most interest or greatest need for attention as per the bar chart below. We continue to note that stormwater requests at their peak equalled both road types together, and are now less than the greatest of the two; sealed roads. Stormwater is now third in line behind tree requests:



## CAPITAL WORKS

- Holkham Crt upstream open drains/creek- scheduling stage 2.
- Triabunna depot toilet/washroom upgrade- Asbestos removal currently being planned.
- 2023/2024 capital reseal campaign - underway with works programmed for completion before Christmas.
- Old Coach Rd land slide- completed except for guard rail which will be installed in Jan 2024.
- Footpath Renewal: Replacement of 8 pram ramps to LGAT standards, Cnr of Vicary St and Charles St, Triabunna- completed except for tactile install.
- Footpath/K&C replacement- scope completed, RFQ's sent out to contractors to quote on.
- Earlham Rd round culvert upgrades (2) to box culverts- new box culverts ordered.



### Grant funded

- Coles Bay walking Trail tendered works are substantially complete with signage and traffic calming measures to be installed. The processes to enable installation of a section of raised walkway are progressing.
- Bicheno Gulch – contractor engaged. Works programmed for the new year.
- Bicheno Triangle – tenders being sought.
- Coles Bay Hall – building permit application in progress.
- Bicheno Skatepark: works on track for opening mid-December. Ancillary works for stormwater and retaining wall programmed for completion prior to opening event.

### PLANT AND VEHICLES

- Replacement of staff passenger vehicle completed as programmed.

- Following the tragic mowing incident on the West Coast a review of council ride on mower roll bar and safety belt provision identified one non-compliant mower. This has been removed from service and plans are being developed to renew this plant with a compliant mower.
- Surplus equipment identified with a number of items removed from service being auctioned and not replaced.

## **GENERAL**

- Despite difficulties with staff long term absences and unforeseen challenges the department has continued to adapt and deliver strong service to community this calendar year. An internal continuous improvement program assists in identifying opportunities for improvement and cost savings to service delivery.

## **RESERVE BOOKINGS AND ROAD CLOSURES**

Road closures for the events noted will be carried out under section 19.1(a) of the *Local Government Highways Act 1982* requiring consultation with the Commissioner of Police:

- Triabunna Remembrance Day Ceremony- completed.
- Triabunna Christmas Parade- organised for 15<sup>th</sup> Dec.
- Bicheno Food and Wine Festival - completed.

## **RECOMMENDATION**

That Council notes the information.

## **DECISION 284/23**

Moved Clr Jenny Woods, seconded Clr Rob Churchill:

That Council notes the information.

## **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker, Clr Jenny Woods and Clr Robert Young

Against: Nil

## **8 OFFICERS' REPORT REQUIRING A DECISION**

### **8.1 Revised Budget 2023/24**

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

#### **ATTACHMENT/S**

1. 2023-24 BUDGET UPDATE REPORTS PL [**8.1.1** - 1 page]
2. 2023-24 BUDGET UPDATE REPORTS Balance Sheet [**8.1.2** - 1 page]
3. 2023-24 BUDGET UPDATE REPORTS Cashflow [**8.1.3** - 1 page]
4. 2023-24 BUDGET UPDATE REPORTS Capital Summary [**8.1.4** - 1 page]
5. 2023-24 BUDGET UPDATE REPORTS Capital Detail [**8.1.5** - 2 pages]

#### **PURPOSE**

To recommend that Council adopts the Revised Budget 2023/24.

#### **BACKGROUND/OVERVIEW**

The main purpose of this budget review is to update the budget for any significant changes that have occurred as the year has progressed. In this case the significant items identified were to capture some new capital expenditure requirements and reallocation of other capital items plus changes to timing of Capital funding.

It is not the intent of this review to revise the whole budget as it is still the intent to manage operational activities within the original budget approved by Council. The changes included are high level in nature.

#### **STRATEGIC PLAN REFERENCE**

##### **Guiding Principles**

7. Communicate and explain Council's decisions and reasons in an open and timely manner.

##### **Key Foundations**

1. Our Governance and Finance

##### **What we plan to do**

- Manage cash flow tightly to ensure current liabilities can be paid from unrestricted (available) cash.

#### **STATUTORY IMPLICATIONS**

*Local Government Act 1993*

## **BUDGET IMPLICATIONS**

The following activities make up the budget revision items:

1. Increase in Council budget funding required (\$325,000) for strategic asset acquisition for future security of core infrastructure. Item is still subject to commercial finalisation. To be funded by reallocation of funding from other projects.
2. Increase of Council budget funding required (\$170,000) for an approved Council project that is currently subject to commercial finalisation of costings. This will be funded by the reallocation of funding from other capital projects.
3. Recognise a new project for the Swanwick Waste Water Driveway Seal (\$10,000) and the purchase of a new Rear Discharge mower (\$27,000) which was deferred from the 2022/23 budget.
4. Increase the Council budget funding required for Wielangta Rd stabilisation for extra works required (\$235,460) which includes offset increase of grant funding.
5. Recognise unsuccessful application for Bridge Renewal Grant Funding of \$320,000 for various bridge renewal capital projects. \$71,000 of Council funding has been reallocated to other projects.
6. Reduce Council funding across various projects to fund items outline above including Road Resheet Program (\$50,000), Contingency project (\$40,000), Playground Renewals (\$95,507), Pit & Pipe renewals (\$60,000) and the System Upgrade project (\$40,237).
7. Roll forward of Council funding for projects that were not completed by end of 2022-23 including the Walking Bridge Bicheno project and the Spring Beach Toilet refurbishment (\$24,571 & \$39,635).
8. Update the timing of the Federal Assistance Grant recognition to realign with when the payment will be received near the end of the 2023/24 financial year.
9. Roll forward of the Local Roads and Community Infrastructure Grant funding for Saltworks projects expected to be finalised during 2022/23.

### **Profit & Loss**

The only updates to the profit and loss relate to adjustments to the amount of external grants being received.

### **Statement of Financial Position**

Minor change to the ending balance of the Cash and Cash Equivalents based on the various capital budget adjustments.

### **Statement of Cash Flows**

1. There is a decrease in the Payment for property, plant and equipment due to the reallocation of capital works spending. The main reason is the costs associated with the bridge renewal works.
2. There is a decrease in the receipts from capital grants due to the unsuccessful applications for the bridge renewal grants.

## **RISK CONSIDERATION/S**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Risk Mitigation Treatment</b>
<b>Adopt the recommendation</b> 1. Account for unplanned income and reallocate capital program to highest priority with funding available.	Negligible	Unlikely	Low	Nil
<b>Do not adopt the recommendation</b> 1. Available funding is not allocated effectively to priority activities. 2. Risk that allocated funding is unspent where projects are no longer proceeding	Moderate	Possible	High	To mitigate these risks, it is recommended that Council adopted the Revised Budget 2023/24 as presented.

## **OFFICER'S COMMENTS**

The financial statements consisting of the Profit and Loss, Statement of Financial Position, Cashflow and Capital Detail Reports have been amended to account for the 2023/24 budget revision showing comparison to the original budget. Notes provided on each statement outline change details. The key changes for each report are outlined below.

1. Profit and Loss Statement:
  - Net Profit (Loss) [excludes Capital income] position has improved by \$566,987.
  - Total Comprehensive Result [incl Capital Income] has increased by \$714,630.
2. Statement of Financial Position
  - Cash & Cash Equivalents has increased by \$35,879.
3. Statement of Cashflows
  - Payment for Property Plant and Equipment decreased by \$109,284.
  - Receipt of capital grants decreased by \$73,405.
4. Capital Works Detail Report
  - Council funded capital works increased by \$355,192
  - Externally funded capital works decreased by \$220,270

## **RECOMMENDATION**

That Council approves the Revised Budget for 2023/2024 as presented in the attached revised Profit and Loss, Statement of Financial Position and Statement of Cashflows and Capital Works Detail reports.

**DECISION 285/23**

Moved Clr Rob Churchill, seconded Clr Robert Young:

That Council approves the Revised Budget for 2023/2024 as presented in the attached revised Profit and Loss, Statement of Financial Position and Statement of Cashflows and Capital Works Detail reports.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil

## 8.2 Safeguarding Children and Young People Policy

Author: Director Planning & Development (Alex Woodward)

Responsible Officer: Director Planning and Development (Alex Woodward)

### ATTACHMENT/S

1. Safeguarding children and young people Policy [8.2.1 - 11 pages]

### PURPOSE

To recommend that Council adopts the draft Safeguarding Children and Young People Policy as attached to this agenda item.

### BACKGROUND/OVERVIEW

The Safeguarding Children and Young People Policy defines Glamorgan Spring Bay Council's commitment to creating and maintaining a Child Safe Organisation. Council is required to do this under the newly introduced *Child and Youth Safe Organisations Act 2023* (Tas).

The Policy describes:

- a statement of commitment by Council in relation to the safety and wellbeing of children and young people.
- an overview of Tasmania's Child and Youth Safe Standards and the Reportable Conduct Scheme which Council must comply with.
- the policy functions that will be enacted (and need to be adequately resourced) once this policy is adopted by Council.
- the roles and responsibilities across Council in relation to the implementation of the policy, including the role of the internal Child Safe Organisation Working Group.
- our approach to the Royal Commission Recommendation 6.12 which relates to designating a child safety officer.

Implementing this policy is one of the first steps in becoming a child safe organisation. This policy alone does not mean Council meets its obligations under the legislation. Significant further work is still required including reviewing and updating a number of internal policies and procedures, delivering staff training, and embedding child and youth safe practices across all aspects of the organisation.

A Working Group comprised of staff from across the organisation will be established to oversee the implementation of this policy. An action plan will be developed and implemented by the working group. This is expected to impact on the workload and priorities of several staff across the organisation, particularly in the first 12 months.

If adopted by Council, the Policy will be made available on Council's website and staff and Councillor intranet.



## STRATEGIC PLAN REFERENCE

### **Guiding Principles**

2. Reinforce and draw on the strengths of our communities at both a local and regional level.

### **Key Foundations**

2. Our Community's Health and Wellbeing

### **What we plan to do**

- Advocate and lobby effectively on behalf of the community.

## STATUTORY IMPLICATIONS

Child and Youth Safe Organisations Act 2023 (Tas)

## BUDGET IMPLICATIONS

The implementation of this Policy will likely require a reasonable level of resources, which will be covered by the operational budget.

## RISK CONSIDERATION/S

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Risk Mitigation Treatment</b>
<b>Adopt the recommendation</b> Adopt the recommendation As Council works through implementation of this policy, initially there may be non compliances.	Likely	Moderate	High	Regular reviews of the Policy are undertaken with actions to rectify non compliances in a timely manner.
<b>Do not adopt the recommendation</b> Council will not be in compliance with the <i>Child and Youth Safe Organisations Act 2023</i> , and there could be legal implications if Council does not comply with this legislation.	Almost Certain	Major	Extreme	Provide feedback and revise the Policy to address any concerns.

## OFFICER'S COMMENTS

The safeguarding of children and young people is of the highest importance and Council is required under the law to ensure safety and wellbeing of children using its services or facilities.

This policy outlines Council's position and responsibilities toward the safeguarding of children and young people. It represents the first step in what will be an ongoing commitment to being a Child Safe Organisation.

### **OFFICER'S RECOMMENDATION**

That Council

1. Adopts the *Safeguarding Children and Young People Policy* as attached to this report item effective 12 December 2023.
2. Continue to advocate through LGAT for more support from the State Government to implement Royal Commission Recommendation 6.12, and for standardised resources for all councils to implement the Child and Youth Safe Organisations Act 2023 in a consistent way.

### **DECISION 286/23**

Moved Clr Robert Young, seconded Clr Rob Churchill:

That Council:

1. Adopts the *Safeguarding Children and Young People Policy* as attached to this report item effective 12 December 2023.
2. Continue to advocate through Local Government Association of Tasmania (LGAT) for more support from the State Government to implement Royal Commission Recommendation 6.12, and for standardised resources for all Councils to implement the Child and Youth Safe Organisations Act 2023 in a consistent way.

**THE MOTION WAS PUT AND CARRIED 4/2**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Jenny Woods and Clr Robert Young

Against: Clr Neil Edwards and Clr Richard Parker

### **8.3 Glamorgan Spring Bay Audit Panel - Annual Report 2023**

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: General Manager (Greg Ingham)

#### **ATTACHMENT/S**

1. Audit Panel Annual Report to Council 2023 2023 11 23 (1) [8.3.1 - 3 pages]

#### **PURPOSE**

To recommend that Council receives and notes the attached Glamorgan Spring Bay Council Audit Panel Annual Report for 2022-2023.

#### **BACKGROUND/OVERVIEW**

The Glamorgan Spring Bay Council Audit Panel (the Panel) plays a vital role in assisting Elected Members of the Glamorgan Spring Bay Council in fulfilling responsibilities relating to the review of the Council's financial performance and effectiveness as well as safeguarding its long-term financial position.

The Glamorgan Spring Bay Council Audit Panel Annual Report 2022-2023 is attached for Council's information. The 2022-23 financial statements were submitted by Council to the Tasmanian Audit Office (TAO) on the due date of 14 August 2023, as required by the Audit Act 2008 s17(1). TAO arranged for the Audit of those financial statements and their Audit Opinion is included in Councils' 2022-23 Annual Report.

#### **STRATEGIC PLAN REFERENCE**

##### **Guiding Principles**

7. Communicate and explain Council's decisions and reasons in an open and timely manner.

##### **Key Foundations**

1. Our Governance and Finance

##### **What we plan to do**

- Set realistic budgets and monitor income and expenditure closely.

#### **STATUTORY IMPLICATIONS**

- Local Government Act 1993
- Audit Act 2008
- Glamorgan Spring Bay Audit Charter
- Australian Accounting Standards Board (AASB)
- International Financial Reporting Standards (IFRS)

## **BUDGET IMPLICATIONS**

Nil.

## **RISK CONSIDERATION/S**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Risk Mitigation Treatment</b>
<b>Adopt the recommendation</b>				Nil.
No material risk associated with adopting the recommendation.				
<b>Do not adopt the recommendation</b>				Nil.
There is no material risk from not adopting this recommendation.				

## **OFFICER'S COMMENTS**

The Audit Panel provides valued discussion and guidance regarding governance of financial controls and risks. The Audit Panel has noted the substantial and ongoing improvement in Councils organisational financial governance and controls significantly assisting towards the resulting positive financial performance and audit results.

## **OFFICER'S RECOMMENDATION**

That Council receives and notes the Glamorgan Spring Bay Council Audit Panel Annual Report for 2022-2023.

## **DECISION 287/23**

Moved Clr Rob Churchill, seconded Clr Jenny Woods:

That Council receives and notes the Glamorgan Spring Bay Council Audit Panel Annual Report for 2022-2023.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker, Clr Jenny Woods and Clr Robert Young

Against: Nil

## **8.4 Renewal of Glamorgan Spring Bay Council Audit Panel Agreements**

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

### **ATTACHMENT/S**

Nil

### **PURPOSE**

To recommend that Council approve the reappointment of Heather Salisbury as Chairperson of the Audit Panel Committee for the period from 1 January 2024 to 31 December 2026.

### **BACKGROUND/OVERVIEW**

The Audit Panel is established under the Local Government Act 1993 to assist Councillors in fulfilling responsibilities relating to the review of the Council's performance and effectiveness as well as safeguarding its long-term financial position. The Panel serves as an objective party to review the financial information presented to the community. The Audit Panel Charter provides guidance on operation of the group.

Panel members are appointed by Council for a period not less than one year and not more than four years. Of the four appointed panel members, two must be independent persons, including the chairperson, who is not a Councillor, Council employee or another Council employee. These members are appointed with relevant knowledge and expertise. If the Panel includes more than one Independent Person, then Council is to directly appoint the Chairperson.

The current Panel Chairperson, Heather Salisbury was appointed in the role at the Ordinary Meeting 25 January 2022 following resignation of the previous Chairperson. The appointment was within the original engagement agreement from 1 January 2021 to 31 December 2023. Ms Salisbury is a valued member of the Audit Panel providing Council with extensive expertise for managing financial, risk and planning aspects of Council business. Where this term is coming to a close, it is recommended to extend the appointment for further 3 years, which is a common practice enabling continuity and preservation of experience.

### **STRATEGIC PLAN REFERENCE**

#### **Guiding Principles**

7. Communicate and explain Council's decisions and reasons in an open and timely manner.

#### **Key Foundations**

1. Our Governance and Finance

#### **What we plan to do**

- Advocate and lobby effectively on behalf of the community.

## **STATUTORY IMPLICATIONS**

- *Glamorgan Spring Bay Council Audit Panel Charter*
- *Local Government Act 1993*
- *Local Government (Audit Panels) Order 2014; and the Local Government (Audit Panels) Amendment Order 2015*

## **BUDGET IMPLICATIONS**

Remuneration for independent members of the Panel are reviewed annually and are set at an agreed rate by Council. These payments are incorporated for this purpose into Council's adopted 2023/2024 budget. Any slight increase in member remuneration would have very little impact to the budget.

## **RISK CONSIDERATION/S**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Risk Mitigation Treatment</b>
<b>Adopt the recommendation</b>				
There are no material risks from adopting this recommendation.				
<b>Do not adopt the recommendation</b>				
Unsuitable matching of obligation and availability on the incumbent could lead to resignation on the role possibly leading to disruption of activities and unnecessary friction in the team.	Possible	Moderate	Moderate	To be assessed in terms of other competing priorities and take action to fix if resources permit.

## **OFFICER'S COMMENTS**

The current Chairperson has been in the role for one full term and continues to build on the governance controls in place. The request for extension is supported.

## **OFFICER'S RECOMMENDATION**

That Council re-appoint Mrs Heather Salisbury to the role of Audit Panel Chairperson until 31 December 2026 and confirms the remuneration set at the 15 December 2020 Council meeting of \$1,110 for each Audit Panel meeting chaired.

**DECISION 288/23**

Moved Clr Jenny Woods, seconded Clr Rob Churchill:

That Council re-appoint Mrs Heather Salisbury to the role of Audit Panel Chairperson until 31 December 2026 and confirms the remuneration set at the 15 December 2020 Council meeting of \$1,110 for each Audit Panel meeting chaired.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

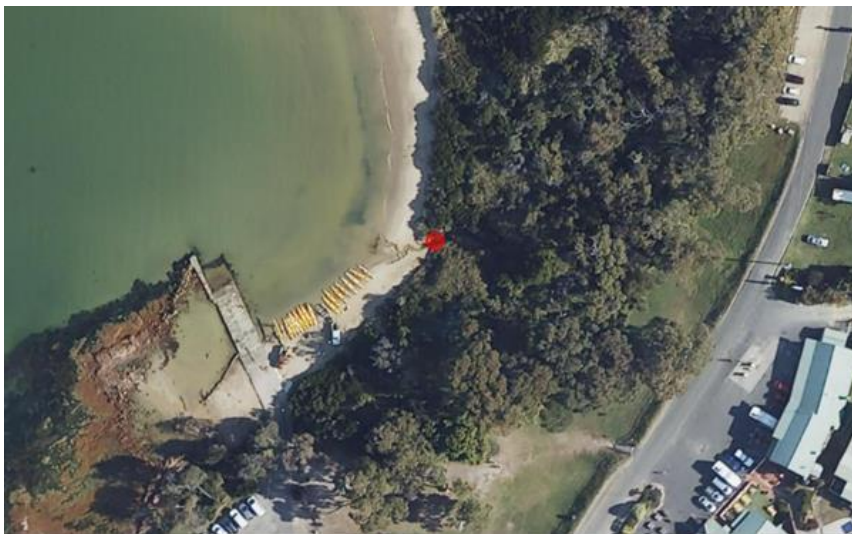
Against: Nil

## 9 NOTICES OF MOTION

### BACKGROUND

Council has a duty of care to ensure the health and safety of our residents, ratepayers and visitors. The Coles Bay community continue to have concerns about the quality of water from the creek that runs onto the southern corner of Muirs Beach.

The List map shows this to be a creek, so it is arguable that the public would understand the Council believes it's a stormwater outfall. Council's own sign identifies it as a creek as well.



This is a fair community concern, so let's test and understand the water quality of the creek.



## **GENERAL MANAGER'S COMMENTS**

As per the Recreational Water Quality Guidelines issued under the *Public Health Act 1997*, Council samples Muirs Beach, Coles Bay during the recreational water season. The 2022/23 season produced excellent water quality results for each sample. It is noted that the creek is not defined as a recreational water body and is highly likely to contain bacterial and sewage biomarkers, as is the case with most creeks in built up areas.

Council Officers will be able to take an extra sample at each month's sampling run, but this may be dependent on if the creek is flowing and other conditions. Staff have received quotes for the proposed sampling for approximately \$300 each sample run (\$1200 total).

## **MOTION**

MOVED: Clr Neil Edwards      SECONDED:

1. That Council tests the creek that runs onto the southern corner of Muirs Beach.
2. That samples are taken once per month during the 2023 recreational water season (Dec – March) from the creek (in area shown by the red dot in the photo in this report).
3. That the Government laboratory be requested to process bacterial and sewage biomarkers on the samples to get all relevant data.
4. That the findings are reported to the Freycinet Association Inc at the completion of the project.

## **DECISION 289/23**

Moved Clr Neil Edwards, seconded Clr Robert Young:

1. That Council tests the creek that runs onto the southern corner of Muirs Beach.
2. That samples are taken once per month during the 2023 recreational water season (Dec – March) from the creek (in area shown by the red dot in the photo in this report).
3. That the Government laboratory be requested to process bacterial and sewage biomarkers on the samples to get all relevant data.
4. That the findings are reported to the Freycinet Association Inc at the completion of the project.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 6/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker,  
Clr Jenny Woods and Clr Robert Young

Against: Nil

## **10    PETITIONS**

Nil.

## **11 COUNCILLORS**

### **11.1 Questions on Notice by Councillors**

Nil.

### **11.2 Comments/statements**

*Clr Robert Young left the meeting at 2.59 pm.*

#### **Clr Jenny Woods**

*I would like to take this opportunity to wish everyone around the table, and in the offices and beyond, a very happy and safe Christmas. I look forward to working with you in 2024.*

*Unfortunately I wont be able to attend the staff Christmas celebration, but I wanted to acknowledge the staff and tremendous work that they do.*

## 12 CONFIDENTIAL ITEMS (CLOSED SESSION)

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Mayor is to declare the meeting closed to the public in order to discuss the following matter/s:

- Item 1: Minutes of Closed Session – Ordinary Council Meeting held on 28 November 2023**  
As per the provisions of Regulation 15 (2) (a) and (d) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 2: Australia Day Awards 2024**  
As per the provisions of Regulation 15 (2) (g) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 3: Sale of land for unpaid rates**  
As per the provisions of Regulation 15 (2) (f) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 4: Kerbside and Transfer Station Bin Services Tender**  
As per the provisions of Regulation 15 (2) (d) of the *Local Government (Meeting Procedures) Regulations 2015*.

### **RECOMMENDATION**

That Council moves into Closed Session at [time].

### **DECISION 290/23**

Moved Clr Jenny Woods, seconded Clr Richard Parker,

That Council moves into Closed Session at 3.00pm

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 5/0**

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Richard Parker and Clr Jenny Woods

Against: Nil

***The Mayor confirmed that the recording had been terminated.***

*Clr Robert Young returned to the meeting at 3:01 pm.*

## 13 CLOSE

The Mayor declared the meeting closed at 3.42pm

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

**Date:**

**Mayor Cheryl Arnol**