



**GLAMORGAN
SPRING BAY
COUNCIL**

ORDINARY COUNCIL MEETING MINUTES

TUESDAY 24 SEPTEMBER 2024

2:00 PM

Council Chambers, Triabunna

ACKNOWLEDGEMENT OF COUNTRY

The Glamorgan Spring Bay Council acknowledges the Traditional Owners of our region and recognises their continuing connection to land, waters and culture. We pay our respects to their Elders past and present.

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 24 September 2024, 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 19 September 2024



Peter Porch

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, staff and members of the public and declared the meeting open at 2:01 pm.

1.1 Present

Present:

Mayor Cheryl Arnol
Deputy Mayor Michael Symons
Clr Rob Churchill
Clr Neil Edwards
Clr Kenneth Gregson
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

1.2 Apologies and Leave of Absence

Apologies

Nil.

Leave of Absence

Nil.

1.3 In Attendance

Acting General Manager, Peter Porch
Director Planning and Development, Alex Woodward
Executive Officer, Jazmine Kerr
Community and Communications Officer, Eliza Hazelwood
Senior Planner, James Bonner

1.4 Late Reports

Nil.

1.5 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 The Model Code of Conduct for Councillors, in any item included in the Agenda.*

Please note that Cllr Carole McQueeney declared an interest in Agenda Item 8.5.

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 27 August 2024

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 27 August 2024 at 2:00pm be confirmed as a true and correct record.

DECISION 161/24

Moved Clr Jenny Woods, seconded Deputy Mayor Michael Symons:

That the Minutes of the Ordinary Meeting of Council held on 27 August 2024 at 2:00pm be confirmed as a true and correct record.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

2.2 Date and Purpose of Workshop(s) Held

TUESDAY 10 SEPTEMBER 2024

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 4.00pm on Tuesday 10 September 2024 at the Council Offices, Triabunna.

Present:

Mayor Cheryl Arnol
Clr Neil Edwards
Clr Kenneth Gregson
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

Apologies:

Deputy Mayor Michael Symons (due to work commitments)
Clr Rob Churchill

In Attendance:

Peter Porch, Acting General Manager
Alex Woodward, Director Planning and Development
James Bonner, Senior Planner
Tiara Williams, Planner

Guests

- John Lewis
- Sue Nettlefold
- Sam Ibbott

Agenda

- Presentation Triabunna Community Hub
- Presentation from Marine Solutions | Marine Project – Mercury Passage
- Request to build in covenanted area – 284 Rheban Road, Spring Beach
- Community Small Grant – East Coast Anglican Church
- Future of Local Government promised new Code of Conduct
- Seeking resources to deliver public open space strategy and walking and cycling strategy within current financial year

RECOMMENDATION

That Council notes the information.

DECISION 162/24

Moved Deputy Mayor Michael Symons, seconded Clr Neil Edwards:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

2.3 Audit Panel Minutes - Tuesday 4 June 2024

Author: Director Corporate and Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Audit Panel Minutes 2024-06-04 Final (1) [2.3.1 - 3 pages]

PURPOSE

To recommend that Council receives and notes the attached Minutes and Annual Report from the Glamorgan Spring Bay Council Audit Panel.

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 performance and effectiveness as well as safeguarding its long-term financial position.

The Panel met on Tuesday 4th June 2024 at the Triabunna Council Office. The Panel has made a number of recommendations, and a summary of the key actions are provided at the end of the Minutes. The majority of these require action by Council staff or the Chair of the Panel.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

Nil.

RISK CONSIDERATION/S

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

OFFICER'S COMMENTS

The audit function is recognised as a critical component in the accountability and governance framework of any local government entity, and, under the Act, all Tasmanian councils are required to establish and maintain an audit panel. Not doing so would be a breach of the Act and significantly reduce oversight of Councils finances.

The Audit Panel has been pleased to note the ongoing improvement in Councils organisational financial controls towards the resulting positive financial audit results.

OFFICER'S RECOMMENDATION

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meeting held on the 4 June 2024.

DECISION 163/24

Moved Clr Rob Churchill, seconded Clr Robert Young:

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meeting held on the 4 June 2024.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

2.4 Audit Panel Minutes - Tuesday 3 September 2024

Author: Director Corporate and Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Audit Panel Minutes 2024 09 03 [**2.4.1** - 3 pages]

PURPOSE

To recommend that Council receives and notes the attached Minutes and Annual Report from the Glamorgan Spring Bay Council Audit Panel.

BACKGROUND/OVERVIEW

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The Panel met on Tuesday 3rd September 2024 at the Triabunna Council Office. The Panel has made a number of recommendations, and a summary of the key actions are provided at the end of the Minutes. The majority of these require action by Council staff or the Chair of the Panel.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

Nil.

RISK CONSIDERATION/S

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

OFFICER'S COMMENTS

The audit function is recognised as a critical component in the accountability and governance framework of any local government entity, and, under the Act, all Tasmanian councils are required to establish and maintain an audit panel. Not doing so would be a breach of the Act and significantly reduce oversight of Councils finances.

OFFICER'S RECOMMENDATION

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meetings held on the 3 September 2024.

DECISION 164/24

Moved Deputy Mayor Michael Symons, seconded Clr Rob Churchill:

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meetings held on the 3 September 2024.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, 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 Responses to Previous Questions Without Notice Taken on Notice - 27 August 2024

Chris Peterson

Q1. *Can you advise the current balance of contributions received in lieu of public open space?*

Does the Council have a formal comprehensive documented open space strategy or are decisions made on an ad hoc basis?

Response from Acting General Manager, Peter Porch

The current balance from Open Space contributions is \$1,038,453.

Council currently does not have an open space strategy, however, this will be developed during this financial year. The expenditure of funds needs to be conducted in accordance with Public Open Space Contributions Policy. This requires careful consideration by Council and endorsement through the budget development and approval process. This is informed by existing approved strategies and Open Space Master Plans and the asset management system. All these documents will be included in or inform the Open Space Strategy.

3.2 Questions on Notice

Nil.

3.3 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 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 Reports for August 2024

Author: Accountant (Mary Oyeyiola)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Group Financial Statements 2024-08 [5.1.1 - 2 pages]
2. Capital Works Projects 2024-08 [5.1.2 - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended August 2024 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
Adopt the recommendation				
There are no material risks from adopting this recommendation.				
Do not adopt the recommendation				
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 August 2024. Council needs to endorse.

OFFICER'S RECOMMENDATION

That Council receives and notes the Financial Reports as attached to this report for the period ended August 2024.

DECISION 165/24

Moved Deputy Mayor Michael Symons, seconded Clr Carole McQueeney:

That Council receives and notes the Financial Reports as attached to this report for the period ended August 2024.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

6 SECTION 24 COMMITTEES

6.1 Marine Infrastructure Committee Minutes - 20 August 2024



MARINE INFRASTRUCTURE COMMITTEE MINUTES

Date: Tuesday 20 August 2024
Time: 1:30pm
Location: Council Chambers, 9 Melbourne St, Triabunna

MEETING OPENED: 1:30pm

1. PRESENT AND APOLOGIES

Present:

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

Apologies:

G Kennedy
J Hall
D Goodfellow
P Aulich

Absent:

Nil.

In Attendance:

P Porch, Director Works and Infrastructure
D Herman, Facilities Coordinator
J Kerr (Minutes Secretary)

2. CONFIRMATION OF MINUTES TUESDAY 21 MAY 2024

MOVED: C Barney **SECONDED:** P Warner

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

CARRIED UNANIMOUSLY 5/0

3. MARINA OPERATIONS

- D Herman provided an update on the Saltworks jetty, indicating that Council is currently awaiting approval from Parks and Wildlife.
- Additionally, D Herman informed that routine maintenance and cleaning is scheduled to begin across Council's marine infrastructure facilities.

4. CAPITAL WORKS UPDATE

- D Herman advised that MAST have completed the Coles Bay Jetty extension.

5. OTHER BUSINESS

- Clr Woods noted that all fees and charges have been updated.
- Clr Edwards suggested that, given the upcoming election period, the Committee should submit any wish list items to politicians.
- S Thompson inquired about potential upgrades for the Maria Island gateway.
- Committee members were asked to submit any relevant items for inclusion in future agendas.

NEXT MEETING:

The next scheduled meeting will be held on **Tuesday 19 November 2024** at **1:30pm** in the Triabunna Council Chambers.

MEETING CLOSED: 1.48pm

RECOMMENDATION

That the Minutes of the Marine Infrastructure Committee meeting held on Tuesday 20 August 2024 be received and noted.

DECISION 166/24

Moved Clr Jenny Woods, seconded Clr Neil Edwards:

That the Minutes of the Marine Infrastructure Committee meeting held on Tuesday 20 August 2024 be received and noted.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

6.2 Tasmanian Seafarers' Memorial Committee Minutes - 3 June 2024

Date: Monday 3 June 2024 9:00am
Location: Meeting Room, Triabunna Council Offices

1. PRESENT:

Councillor Neil Edwards, **Chair**
Councillor Carole McQueeny, **Member**
Graeme Elphinstone, **Member**
Kath Fergusson, **Member**
John Hall, **Member**
Jan Sweet, **Member**
Graeme Elphinstone, **Member** Eliza Hazelwood, **Council Officer**

2. APOLOGIES:

Mick Desmond, **Member**

3. CONFIRMATION OF MINUTES:

Kath Ferguson moved that the minutes of the Tasmanian Seafarers Memorial on 25 September 2023 be confirmed, seconded Neil Edwards. **CARRIED**

NOTE: The Tasmanian Seafarers Memorial Committee held a meeting on Wednesday, May 29, 2024. However, due to the absence of a quorum, the members conducted an informal discussion instead.

4. APPOINTMENTS:

- Neil Edwards moved that Jan Sweet be accepted as a member of the Tasmanian Seafarers Memorial Committee, seconded Kath Fergusson. **CARRIED**
- John Hall suggested that Melissa Cruse could be a potential candidate for the committee and will be providing her with an application form.
- The committee discussed the idea of including the EOI application to join the committee in the plaque application.

5. GENERAL BUSINESS:

Review of the Day – Learnings

Graeme Elphinstone joined the meeting via teleconference.

- The Committee decided that there will be one more year of the double service (Seafarers Memorial/ Blessing of the Fleet) and moving forward, only the blessing of the fleet will continue.
- **Action (Eliza)** The committee will not be asking The Triabunna School Association to do the morning tea again this year. Council will try to source an alternative organisation to fulfill this obligation (Example: Swansea CWA)

RECOMMENDATION

That the Minutes of the Tasmanian Seafarers' Memorial Committee meeting held on 3 June 2024 be received and noted.

DECISION 167/24

Moved Clr Jenny Woods, seconded Clr Carole McQueeney:

That the Minutes of the Tasmanian Seafarers' Memorial Committee meeting held on 3 June 2024 be received and noted.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, 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; Buildings and Marine Infrastructure; Parks, Reserves and Walking Tracks; Cemeteries

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; Buildings and Marine Infrastructure; 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.

With updated values for all asset classes received at the end of the 23/24 financial year, the Strategic Asset Management Plan is presently being revised for review and adoption by council. The replacement value of depreciable assets has grown from \$167M to \$211m (26%) since the last plan was developed in 2021. While there has been a considerable amount of "found" assets contributing to the plan within that time it reflects more-so the increased replacement cost and value of assets within the time frame.

This highlights the speed with which asset plans and financial plans, which rely on the asset plans for currency, can become outdated and the need to keep them current to appropriately inform planning cycles.

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
- Design contracts
- Bridge Tender technical specification provision
- Fire plan report for Dolphin Sands

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- Small Swansea unsealed streets maintenance grades - Completed
- Crossings Rd (Swansea) partial maintenance grade - Completed
- Pontypool gravel roads, maintenance grade - Completed
- Bresnehans Rd maintenance grade - Completed
- Swanston Rd (Gumleaves) maintenance grade - underway
- Cold mixing of potholes across the municipality- Ongoing across municipality- approx. 5 ton of cold mix placed for August.
- 7 X box outs of base failures in Swansea - Box outs completed, resealing being scheduled
- Box outs Kent St, Buckland - Box outs completed, resealing being scheduled
- Rheban Road detour for Wielangta Rd for >10t trucks - Planned for Sept- trimming of all overhanging trees and on corners for visibility, extra signage to be erected a) narrow road for 8klm, b) truck symbol signage, c) 50km/hr speed limit, widen hair pin corner at first cattle grid, remove gate/centre rail on first cattle grid.
- 5 unsealed road inspections completed for August
- Roadside spraying of sealed and unsealed roads - ongoing
- Street sign survey of Buckland/Orford/Triabunna and surrounding areas - 95% completed.
- Replacement of dangerous footpath at 11 Charles St, Orford - Completed

STORMWATER, DRAINAGE

- Open drain and culvert/cross over maintenance- ongoing across municipality
- Cleanout of Raspin Beach (Orford) waterway adjacent to caravan park- scheduled to start 18/9/24.
- Vacuum/pump truck Bicheno/Orford/Triabunna cleaning out S/W pits/drains/culverts - Completed
- Rosedale Rd (Bicheno) open drain cleaning - completed

WASTE MANAGEMENT

- New green waste advisory signs for all Waste Transfer Stations (WTSs) - New signs now installed at all WTSs
- Scrap metal collection - Completed at all WTSs
- Procurement of new 40m3 WTS skip bins - quotes received, site meeting with TryTas (successful contractor for bin supply) in September
- Recovery of old mulch at Coles Bay WTS due to unsafe ground conditions - completed

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- 12 Playground inspections completed
- Mega Toy climbing equipment at Our Park (Orford) condemned and removed from service preparing to remove and procure replacement equipment
- Annual third-party inspection of all playgrounds across the municipality - completed

- Topsoil dressing/seeding and install park bench at Gordon St, Swansea boat ramp reserve - Completed
- East Shelly and West Shelly (Orford) walking track maintenance ready for Orford Winter Challenge - completed
- Walking track between Erica Crt and Riverside Drive (Orford) re-sheeting - Completed.
- Installation of new underground 3 phase power supply at Lions Park, Bicheno- Completed
- Cape weed spraying across the municipality – completed
- Developing options for replacement of Duck Park (Swansea) walking Bridge nearing end of useful life

BUILDINGS AND MARINE INFRASTRUCTURE

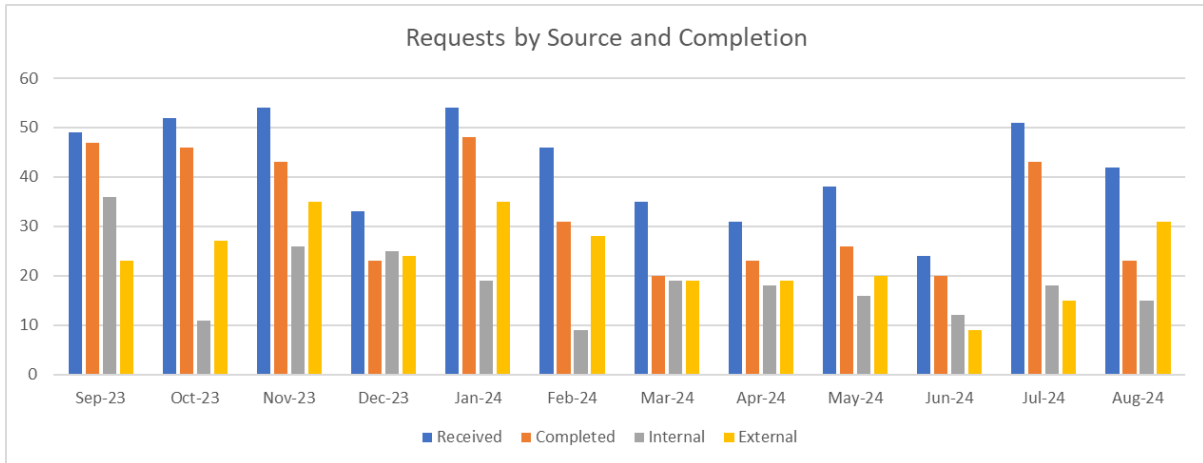
- Priority works arranged for contractor completion at Saltworks and Triabunna Boat Ramps where recent storms have impacted floating facilities.
- Power Board audit continuing
- Swansea Museum smoke alarms renewed, lights and lightboard repaired
- Community Shed at Swansea container storage installation progressing.
- 2024/25 Lease agreements for the Marina progressing. Changed lease has resulted in 1 berth holder relinquishing their berths, enabling others on the waiting list an opportunity for a berth.
- Dedicated parking for west side Marina to be implemented with signage and sticker system for berth holders
- Cranbrook hall roof replacement quote \$14,000 to consider in 2025/26 financial year capital budget
- Bicheno Hall lighting replacement completed with removal of coin slot activation
- Bicheno Hall failed heat pump replaced
- Replacement cisterns to be installed in Bicheno amenities before the annual festival
- Pricing floor grinding to Gatehouse amenities for improved sanitary performance. Exposed aggregate floor not consistent with required cleaning outcomes.
- Form 46 inspections being conducted for buildings compliance requirements

EMERGENCY MANAGEMENT

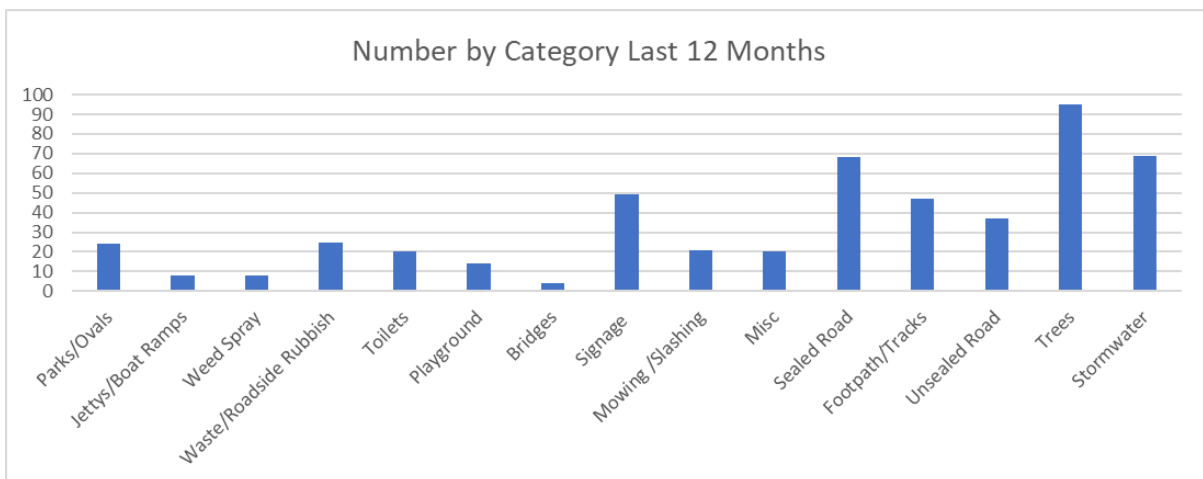
- After hours rostering carried out as scheduled.
- Minimal issues resulting from late August storm activity – some tree damage
- Successful Application for Disaster Ready Fund – Round 2 for \$125,000 will enable the purchase of the green waste chipper which will service the transfer stations and Dolphin Sands community to mitigate fire hazards.
- 2 staff attended 3 day training for coastal oil spill response in conjunction with EPA
- 2 staff participated in State Growth review of emergency response arrangements

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:



CAPITAL WORKS

- Site works commenced at Coles Bay Hall Annex. TCF grant stage 1 claim submitted.
- Tenders opened for the annual Pavement Renewal and Bitumen seal program.
- Tender development commenced for replacement of Ferndale Road Bridge.
- Tenders called for programmed bridge deck renewals
- Design tender for Nailer Avenue and associated courts open.
- Design contract for Vicary and Charles street Triabunna Tomorrow works awarded to Sustainable Engineering Tasmania to commence in September
- Bicheno Gulch track works progressed along the sea side of 54 Waub’s Esplanade
- Kerb renewal commenced in Prosser St Orford ahead of the pavement renewal and reseal program
- Expressions of interest called for water tank program funded by Black Summer Program
- Coles Bay Walking Trail stage 2 works awarded and programmed with completion likely to carry over into the new calendar year, subject to material supply.
- 24/25 Bluff Court (Spring Beach) KC installation - starting September

PLANT AND VEHICLES

- Sample Waste Bin ordered. Additional bins to come subject to any modifications required of the first.
- Updated price sought for Greenwaste chipper

GENERAL

- Implementation of Chronicle cemetery management software commenced. This action provides the impetus for resolving the cemetery layouts and automating cemetery booking processes to an online portal.

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:

- Road closures associated with the Orford Winter Challenge completed.

RECOMMENDATION

That Council notes the information.

DECISION 168/24

Moved Clr Robert Young, seconded Clr Rob Churchill:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

7.2 Director Planning and Development - Alex Woodward

Animal Control and Compliance; Building and Plumbing; Environmental Health; Natural Resource Management; Planning and Property

ATTACHMENT/S

1. Representations July August 2024 [7.2.1 - 2 pages]

PURPOSE

The purpose of this report is to provide an update on the activities on the Planning and Development Directorate and to specifically report on the development approvals issued under delegation.

BACKGROUND/OVERVIEW

Animal Control and Compliance:

Council staff have sent reminders to people who have failed to register their dogs for the 2024/25 year. Audits of unregistered dogs will now commence and enforcement action may be taken.

There have been a number of reports of dog attacks in the municipality in recent weeks. This has resulted in a number of enforcement actions including infringements and abatement notices. Staff will be releasing educational posts over the coming weeks on Council's Facebook page.

Fire Abatement season is fast approaching and staff will soon commence inspections. Educational resources will be available on Council's website and Facebook page.

Building and Plumbing:

Staff continue to process all applications within the statutory timeframes. In addition to the day-to-day assessment process, staff have been dealing with a number of complex compliance matters. These have required the engagement of private Building Surveyors and have resulted in Building Notices and Orders.

Environmental Health:

Council's new Senior Environmental Health Officer has now commenced and has issued the Food licenses for the 2024/25 year. Each business will be inspected at least once this financial year.

School immunisations are currently being organised and will occur in the coming weeks. Presently the program consists of the following:

- diphtheria, tetanus and pertussis (whooping cough) vaccine - one dose (Year 7)
- human papillomavirus vaccine (HPV) - one dose* (Year 7)
- meningococcal ACWY - one dose (Year 10)

Finally, all annual environmental health reports have been submitted to the Director of Public Health as per the legal requirements. This includes the Recreational Water Report, Regulated Systems Report, and Environmental Health Officer Annual Report.

Natural Resource Management:

Council's NRM Officer has focused on building relationships with key NRM-focused community groups, including Friends of Orford Bird Sanctuary, Friends of Triabunna Reserve, and Bicheno Landcare, in order to better understand their plans and activities and improve collaboration. A new interpretative sign has been constructed on the waterfront at Pelican Park, with great feedback and thanks from Friends of Triabunna Reserves.

Communications has also been a focus. A schedule of weekly social media posts on key NRM matters has been established and articles on weed management published in the Great Oyster Bay News and SeaSpeak.

A Weed Action Plan is currently being developed for the entire Glamorgan Spring Bay area. This plan will prioritise weed control actions across tenure and provide a mechanism for investment by identifying budget requirements. This plan is expected to be completed by December.

Planning:

The planning department has continued to receive a steady number of applications over the July-August period. For the reporting period 47 Development Applications (including subdivisions) have been approved with a total value of \$7,990,693.00.

The Structure Plans for the townships of Bicheno, Coles Bay, Swansea and Triabunna/Orford have been approved by Councils and are available on Councils website under Community & Projects.

Council provided delegation to the General Manager to approve an application, with or without conditions, where no more than two representations are lodged against the application. A report on these approvals is provided in Attachment 1.

There are no outstanding appeals, and as such a report is not attached to this agenda item.

Property and Special Projects

Staff have continued to work with the Department of Natural Resources and Environment to amend the leases for the Swansea Court House project and the Bicheno Hall. All commercial leases have now been finalised and are in place.

The sale of property at Spencer Street, Triabunna has progressed to open market. Elders real estate have advised that in the current market that land sales have slowed somewhat and the property remains on the market.

Work has now commenced on the implementation of the Customer Request Module (CRM) in Council's operating system 'CouncilWise'. The CRM system is a management module that provides an environment that manages all forms of communication between an Council and its customers. It can be defined as:

- A system that provides facilities to enable the management of the full lifecycle of a customer request from initiation through to finalisation.
- A system that enables organisations to manage verbal, paper based, email and electronic web based communications via the same set of business rules and workflows.
- A system that provides performance monitoring facilities across all organisations operations. Key features include; ease of use, browser based screens, category based definition of business rules by type of user, integration to document management applications, comprehensive and flexible workflow facilities, ease of administration, ease of interface to mobile and other external application and extensive reporting options.
- A system designed to meet the specific requirements of local government.

It is expected that this system will be fully operational by the end of October.

STATUTORY IMPLICATIONS

Given this report is for information only, there are no statutory implications.

BUDGET IMPLICATIONS

Given this report is for information only, there are no budgetary implications.

RISK CONSIDERATION/S

No risk associated with receiving an information report

OFFICER'S RECOMMENDATION

That Council receives and notes the report on the activities on the Planning and Development Directorate.

DECISION 169/24

Moved Clr Neil Edwards, seconded Clr Kenneth Gregson:

That Council receives and notes the report on the activities on the Planning and Development Directorate.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeneey, Clr Jenny Woods and Clr Robert Young

Against: Nil

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 Audio visual recording of Confidential/Closed Council meetings

Author: Director Works and Infrastructure (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Council Meetings-Audio Visual Recording and Live Streaming [8.1.1 - 6 pages]

PURPOSE

The purpose of this agenda item is for the Council to consider the possibility of implementing audio-visual recording for Confidential/Closed Session Council Meetings.

BACKGROUND/OVERVIEW

In accordance with section 33 of the *Local Government (Meeting Procedures) Regulations 2015*, Council may determine that an audio recording is to be made of any meeting or part of a meeting.

Council currently has a Policy for *Council Meetings – Audio/Visual Recording and Live Streaming* which was last reviewed in August 2022. This Policy states that:

4. *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.*

If the Council chooses to record closed session meetings, the Policy will need to be revised. Proposed changes would include:

- Open and closed sessions of Council meetings must be recorded separately to ensure effective security and management of the recordings.
- The recording of closed session meetings will be kept confidential and stored securely within the Council's records management system. Access will be restricted to authorised individuals on a case-by-case basis.
- Audio/visual recordings of closed meetings will not be made available to the public. Any audio/visual recordings of closed meetings of Council will be retained to enable confirmation of the Council minutes and then destroyed after 6 months.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Local Government (Meeting Procedures) Regulations 2015

33. Audio recording of meetings

(1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.

(2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –

(a) retained by the council for at least 6 months; and

(b) made available free of charge for listening on written request by any person.

(3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.

(4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.

BUDGET IMPLICATIONS

There are no budget considerations.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation If recordings of closed sessions are not properly secured, there is a risk that unauthorized individuals may gain access. This could lead to the disclosure of sensitive or confidential information.			Low	Separate recording to open session. Restricted access to files until destroyed.
Do not adopt the recommendation Status quo remains.	Possible	Moderate	Moderate	No change to risk appetite for closed session minutes.

OFFICER'S COMMENTS

Implementing audio-visual recording for closed session meetings could enhance the preparation of minutes by providing a precise and reliable account of debates and discussions. This approach would improve accountability by offering a clear record of proceedings.

As is the case with minutes from the open meetings, and should council decide to record closed session meetings, the closed session minutes will not become a word for word account but be summarised in accord with the Local Government Association of Tasmania (LGAT) Minute Taking Guidelines.

Should recordings be made, it is crucial to maintain confidentiality and compliance and manage the additional risks recordings will expose. Updating the Policy to establish detailed procedures for recording, managing, and securing these recordings will be essential for ensuring accurate minute-taking while safeguarding sensitive information.

OFFICER'S RECOMMENDATION

That Council resolves to amend the Audio/Visual Recording and Live Streaming of Council Meetings Policy to accommodate the recording of closed session meetings and Workshops the Policy amendments to provide a date for commencement and controls for the management of recordings.

DECISION 170/24

Moved Clr Jenny Woods, seconded Clr Kenneth Gregson:

That Council resolves to amend the Council Meetings – Audio/Visual Recording and Live Streaming Policy to accommodate the recording of closed session meetings and Workshops the Policy amendments to provide a date for commencement and the controls for the management of the recordings.

Clr Robert Young raised a point of order in relation to the commencement date of the recording if this motion was passed.

Clr Rob Churchill foreshadows motion subject to outcome of current motion.

THE MOTION WAS PUT AND LOST 2/6

For: Clr Rob Churchill and Clr Carole McQueeney

Against: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Neil Edwards, Clr Jenny Woods and Clr Robert Young

Abstention: Clr Gregson

DECISION 171/24

A **FORSHADOWED** motion was put:

Moved Clr Rob Churchill, seconded Clr Carole McQueeney:

That Council:

1. Resolves to amend the Council Meeting - Audio/ Visual Recording and Live Streaming Policy to accommodate the recording of closed session meetings.
2. Commences audio visual recording of Closed Session/Confidential meetings of Council immediately.
3. Proceeds to develop amendments to the Audio/Visual recording and Live Streaming Policy by 22 October 2024 retrospective to and inclusive of the meeting of 24 September 2024.

THE MOTION WAS PUT AND LOST 2/6

For: Clr Rob Churchill and Clr Carole McQueeney

Against: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Neil Edwards, Clr Jenny Woods and Clr Robert Young

Abstention: Clr Gregson

8.2 Request Approval for Buildings Within Covenanted Area - 284 Rheban Road, Orford

Author: Senior Planner (James Bonner)

Responsible Officer: Director Planning and Development (Alex Woodward)

ATTACHMENT/S

1. Request for approval to build within covenanted area [8.2.1 - 1 page]
2. No Permit Required Letter [8.2.2 - 1 page]
3. Stamped No Permit Required Documents [8.2.3 - 24 pages]

PURPOSE

A new request has been received seeking approval for a building to be located within the covenant area on the folio plan at 284 Rheban Road, Orford (CT169414/1). The covenant binds the owner and benefits every other lot on the plan by restricting development of a portion of the land by the following stipulation:

Not to build any building or structure south of the line marked A-B on the plan, unless approved by the Glamorgan Spring Bay Council.

Council has received advice that a development approval by the Planning Authority under the Tasmanian Planning Scheme would not satisfy the terms of the covenant as covenants are not matters that are regulated under the *Tasmanian Planning Scheme* or the *Land Use Planning and Approvals Act, 1993*.

As the Planning Authority cannot make a determination in relation to the covenant this report has been prepared for Councils consideration.

BACKGROUND/OVERVIEW

Previous Request for Approval

The owner previously applied to Council to build within the covenanted area. This matter was reported to the July 2024 Ordinary Meeting and Council resolved the following:

That Council will consider a request for approval under the Covenant in question if it is presented with the particulars of the proposed structures/buildings proposed to be developed on Lot 1, south of the line marked A-B, of Sealed Plan 169414 and that parties to the Covenant will be invited to make representation.

Background to Covenant

The three lots the subject of the sealed plan were created by a subdivision of the parent lot under SA2013/00017 dated 10 December 2013. A review of the Natural Values Assessment (NVA) submitted with the subdivision application did not find any threatened flora or fauna species on the subject site, though the subdivision occurred within a vegetation community (*Eucalyptus amygdalina* forest and woodland) listed as "vulnerable" under Schedule 3A of the Nature Conservation Act 2002. The NVA recommended that building envelopes on the lots be

provided to minimise vegetation removal and that all vegetation outside of the building envelopes be retained.

During Council's assessment the application was referred to the then Department of Primary Industries, Parks, Water and Environment for advice on the NVA. The Department responded by advising that the recommendations of the NVA to minimise impacts to the threatened vegetation community were supported by the department. However, the department concluded "...that the threatened vegetation community DAS is reasonably well reserved at both the State and Regional level. One of the key threats to threatened vegetation communities is fragmentation of existing areas. In this instance it is concluded that the loss of most, or all, of the DAS community on the two properties will not reduce the connectivity of the larger, contiguous area of DAS in the general area."

Council's then Natural Resources Manager recommended conditions be included in any permit that the vegetation be retained and the development footprint be contained within the building envelope.

The subdivision permit (SA2013/00017) included the following conditions.

15. Building envelopes as designated in the Environmental Values Assessment (Welling Consulting October 2013) be specified in the schedule of easements on each title. All of the development footprint including accesses and bushfire protection must be maintained within the building envelopes.
16. All vegetation within the Eucalyptus amygdalina forest and woodland (a threatened forest community under Schedule 3A of the Nature Conservation Act 2002) outside of the building envelopes must be retained in its current condition.

Even though the permit did not include a condition requiring a restriction on title, the schedule of easements subsequently included the following covenant over lot 1, the subject of the current request.

ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 3 OF 4 PAGES 4	Registered Number SP 169414
SUBDIVIDER: L & I WRIGHT FOLIO REFERENCE: CT 27494-12	

Covenants

The Owner of lot 1 on the Plan covenants with the subdivider, and the owners for the time being of every other lot shown on the plan to the intent that the burden of this covenant may run and bind the covenantor's lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every lot shown on the plan to observe the following stipulation: Not to build any building or structure south of the line A-B marked on the plan unless approved by the Glamorgan Spring Bay Council.

The Owner of lot 2 on the Plan covenants with the subdivider, and the owners for the time being of every other lot shown on the plan to the intent that the burden of this covenant may run and bind the covenantor's lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every lot shown on the plan to observe the following stipulation: Not to build any building or structure south of the line C-D marked on the plan unless approved by the Glamorgan Spring Bay Council.

The Owner of lot 3 on the Plan covenants with the subdivider, and the owners for the time being of every other lot shown on the plan to the intent that the burden of this covenant may run and bind the covenantor's lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every lot shown on the plan to observe the following stipulation: Not to build any building or structure south of the line E-F marked on the plan unless approved by the Glamorgan Spring Bay Council.

Signed by the Registered Proprietors

Leanne Wright and

Christopher Ian Wright

In the presence of witness (sign)

Leanne Wright

Chris Wright

Angela J Schwartz

Witness Name ANGELA SCHWARTZ
 Address 7 HARRIS ROAD BRIGHTON TAS 7030
 occupation TEACHER ASSISTANT

Figure 1 – Extract of Schedule of Easements with covenant highlighted

LOT 3 IS COMPILED FROM CT 27494-12 AND THIS SURVEY

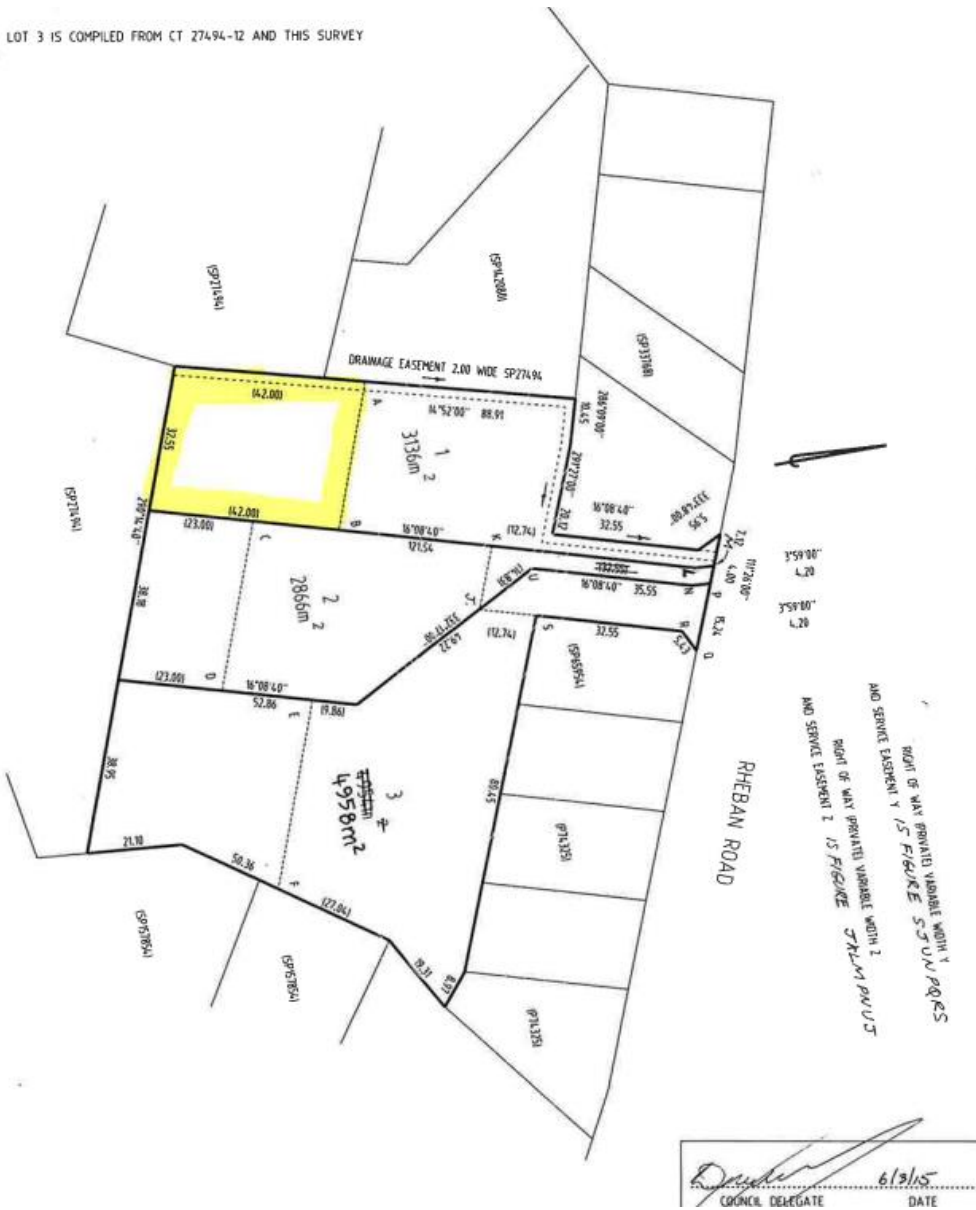


Figure 2 - Extract of Folio Plan with covenanted area highlighted

It is noted that Lot 3 shown on the folio plan was further subdivided into 2 lots in 2015 by SA2015/10 and while the restrictive covenant applies to both lots created by that subdivision in effect it only affects a portion of Lot 102, shown in figure 3 below.



Figure 3 – Extract of folio plan for Lots 101 and 102 (previously Lot 3)

APPLICANT SUBMISSION

The owner (applicant) has requested that Council further consider the request to build within the covenanted area and has provided plans of a proposed dwelling as requested by Council in its resolution referenced above. The owner advised the following:

It is understood that Council has received concerns to date from two parties subject to the covenant (being the owners of 284A and 284B Rheban Road). These concerns relate primarily to the potential construction of a two-story dwelling; on-site servicing of the site; and privacy concerns to the 284A property (noting only 284A shares a boundary with the subject lot). These concerns have been considered in the siting and design of the rather modest single storey dwelling proposed, and design measures have been included to promote a sense of privacy.

Please also refer to the *Locality Plan – Appendix A* included in the accompanying *Planning Report by Next 50 Architects*. This *Locality Plan* provides context to the request. The design and siting of the dwelling has considered existing buildings on nearby properties and their uses (i.e. dwelling or outbuilding), so as to have the least imposition to sightlines from habitable rooms.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Section 103 of the *Local Government (Building and Miscellaneous Provisions) Act, 1993* states a sealed plan may be amended by the council on application of any person having an interest in land subject to the plan. However, as the applicant is not proposing to amend the sealed plan the provisions of section 103 do not apply to the current request.

BUDGET IMPLICATIONS

There are no budget considerations

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation Some parties may not be satisfied with this outcome.	Possible	Minor	Low	As per the original resolution, affected parties to the covenant were contacted and were provided with the opportunity to lodge a representation.
Do not adopt the recommendation The covenanted restriction will remain.	Possible	Moderate	Moderate	Development may still occur in accordance with the requirements of the Tasmanian Planning Scheme however this would conflict with the covenant on title.

OFFICER'S COMMENTS

On 7 August 2024 the owner submitted an application (DA2024/00152) for a single storey dwelling to be located within the covenanted area. The application was assessed as meeting the requirements to be a No Permit Required development and stamped documents were provided to the owner on 9 August 2024. (see attachments 2 and 3)

The property owners subject to the covenant were notified of the request by email and letter on 20 August 2024. As at the date of completion of this report a response has not been received from those property owners.

OFFICER'S RECOMMENDATION

That Council approves the building shown in the submitted plans to be located within in the covenanted area identified in the schedule of easements in SP169414 on 284 Rheban Road, Spring Beach.

DECISION 172/24

Moved Clr Neil Edwards, seconded Clr Jenny Woods:

That Council approves the building shown in the submitted plans to be located within in the covenanted area identified in the schedule of easements in SP169414 on 284 Rheban Road, Spring Beach.

Clr Robert Young raised a point of order in relation to Council dealing with a different style of approval for this item.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

8.3 Request for Event Support - Festival of Small Halls (Swansea)

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

Nil

PURPOSE

To seek Council approval for funding from the event budget to support the Festival of Small Halls event at Swansea Hall. This event will be organized by Council staff in collaboration with the Festival of Small Halls and the Swansea Hall Section 24 Committee.

BACKGROUND/OVERVIEW

Council periodically provides a level of financial and in-kind assistance to community events that aim to involve, engage and provide benefit to community groups within the Glamorgan Spring Bay municipality. Events supported by Glamorgan Spring Bay Council celebrate and engage local communities and promote tourism to our region. Councils ongoing support to organisations and groups assists in the delivery of events in the Glamorgan Spring Bay municipal area that have creative, community and economic outcomes.

Festival of Small Halls

The Festival of Small Halls is a nationally acclaimed tour series that brings outstanding folk, traditional, and contemporary acoustic musicians to small communities across Australia. This initiative offers a unique chance for local communities to engage with music, storytelling, and cultural exchange. By partnering with councils and community groups, the festival enriches rural and regional areas, fostering a deeper connection through live performances.

This Australian initiative is dedicated to delivering live music to regional and remote communities. The festival hosts concerts in small, often historic community halls and other intimate venues, aiming to connect local audiences with exceptional performances while supporting emerging artists.

Traveling to various locations, the Festival of Small Halls provides a distinctive cultural experience in areas that might otherwise lack such opportunities. It's celebrated for its commitment to community involvement and creating memorable moments in smaller, often rural, settings.

Event Details:

Jo Raspin from Swansea Community Hall and other representatives from the Section 24 Committee have volunteered to assist with event organizing and management. Council staff will support the Section 24 Committee with event operations, as the event will take place in a council-owned facility.

Date: Thursday, 16 January 2025

Venue: Swansea Hall

Capacity: Venue capacity is set at 100, with a Covid-safe capacity of 50 if relevant.

Collaborators: Council staff, Festival of Small Halls, and volunteers from the Swansea

Performers: One Australian and one international acoustic artist, with the possibility of a local artist.

Schedule:

Load In: 2:00 PM

Soundcheck: 4:30 PM

Doors Open: 6:30 PM

Show Start: 7:00 PM

Show End: 9:00 PM

Load Out: 9:30 PM

Community Engagement:

- **Volunteers:** The Host is responsible for recruiting and training volunteers.
- **Traditional Owners:** The Host will invite local Traditional Owners to attend and conduct a Welcome to Country.

Ticket Sales:

- **Online Sales:** Managed by The Producer; e-tickets issued.
- **Door Sales:** Remaining tickets available for purchase at the venue

Marketing and Publicity:

- **Promotional Support:** Provided by The Producer, including media kits, posters, and social media promotion.

Additional Provisions:

- **Accommodation and Transport:** Provided by The Producer for the Tour Party.
- **Public Liability Insurance:** Coverage of \$20 million AUD provided by Woodfordia Inc. The Host should arrange additional insurance for venue and staff.

Financial Agreement:

Minimum Income Required: \$3,500 + GST

Ticket Sales: Managed by The Producer via IWannaTicket.

Revenue Split: Surplus ticket income beyond \$3,500 is split equally between The Host (Council) and The Producer (Woodfordia Inc.).

Key Financial Considerations

To cover the \$3,500 break-even revenue required by the Festival of Small Halls, ticket prices have been set at \$35 each. However, to make the event more accessible to the community, a

ticket price of \$25 is recommended. This adjustment would require Council to contribute \$1,000 from the event budget to cover the revenue shortfall.

Scenario Analysis:

Current Ticket Price: \$35 per ticket with a capacity of 100 attendees meets the \$3,500 break-even point with no subsidy required from Council.

Proposed Ticket Price: \$25 per ticket would make the event more affordable but would result in only \$2,500 in revenue. To cover the \$1,000 shortfall, Council would need to subsidize this amount from the event budget.

Community Impact: Lowering the ticket price to \$25 will support greater community attendance, enhancing social well-being and providing a significant cultural experience. This approach aligns with Council's goals of promoting community health, cultural development, and regional tourism

Financial Terms and Implications:

If the event does not generate \$3,500 in revenue through ticket sales and other activities (e.g., raffles or snack sales), Council will be required to cover the difference. By proactively contributing \$1,000, Council can set a more affordable ticket price, reducing the reliance on high ticket sales and encouraging broader community participation.

Cancellation Terms:

- **By The Host:** Forfeiture of \$3,500 if cancelled after signing.
- **By The Producer:** No charge to The Host if cancelled before the Show Date.

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Support for the arts, cultural activities, programs and events.

STATUTORY IMPLICATIONS

Section 77 of the Local Government Act 1993 outlines the statutory requirements in relation to grants.

77. Grants and benefits

(1) A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

(1A) A benefit provided under subsection (1) may include –

- a. in-kind assistance; and*
- b. fully or partially reduced fees, rates or charges; and*
- c. remission of rates or charges under Part 9.*

(2) The details of any grant made or benefit provided are to be included in the annual report of the council.

BUDGET IMPLICATIONS

Council has an allocation of \$27,000 for events and programs in the 2024/25 budget for events that Council conducts with any excess being available for other events such as this one. As at 1 July 2024 there is \$17,500 from this budget.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation Committing \$1,000 and covering any potential venue cost shortfalls may place additional financial strain on the events budget, particularly if there are competing priorities or unforeseen expenses.	Unlikely	Minor	Moderate	Set a cap on Council's funding and monitor expenses closely. Explore sponsorship opportunities and boost marketing efforts to drive ticket sales. Regularly review financials to ensure budget adherence.
Do not adopt the recommendation Without the \$1,000 support, ticket prices may be higher, potentially reducing community attendance and participation.	Possible	Moderate	High	Monetary risk will be managed within the existing operational budget.

OFFICER'S COMMENTS

Providing \$1,000 from the events budget for 'Small Halls' will help maintain affordable ticket prices, making the event more accessible to the community. This funding demonstrates Council's commitment to supporting local cultural events and fostering community participation.

Integrity Assessment:

WOODFORDIA INC. is a registered business ABN 74 616 312 239

OFFICER'S RECOMMENDATION

That Council approve \$1,000 from the events budget for the Council-run event 'Small Halls' to keep ticket prices affordable and cover any venue cost shortfalls.

DECISION 173/24

Moved Clr Jenny Woods, seconded Clr Rob Churchill:

That Council approve \$1,000 from the events budget for the Council-run event 'Small Halls' to keep ticket prices affordable and cover any venue cost shortfalls.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

8.4 Community Small Grant Application - Bicheno Men's Shed

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Community Small Grant Application Bicheno Mens Shed. [8.4.1 - 3 pages]

PURPOSE

Recommendation for Council to approve a Small Grant application for \$890.91 Bicheno Men's Shed Inc. to cover the group's insurance costs, enabling them to continue their operations.

BACKGROUND/OVERVIEW

Small Grant funding is available to assist the undertaking of programs and activities within the Glamorgan Spring Bay municipal area. The assessment criteria is outlined in the Community Small Grants Fund policy, including:

- Grants are restricted to \$1,000, with exceptions up to \$1,500 at Councils discretion.
- Grants are available to not for profit individuals, community organisations and groups.
- Grants are intended to assist projects that (1) address relevant community issues of significance (2) are initiated within the community and actively involve local people and (3) improve access and encourage wider use of facilities.

The Bicheno Men's Shed is an incorporated community organization in Bicheno, Tasmania, welcoming men and women of all ages. It provides a space to socialize, share skills, and work on projects like woodworking and metalwork. The shed aims to combat social isolation, promote mental well-being, and foster a sense of community. Members contribute to local initiatives, learn from each other, and support one another, making it an important social hub in Bicheno.

The Bicheno Men's Shed is seeking financial assistance to cover their insurance costs due to their small membership base. While members actively fundraise by building items like outdoor BBQ furniture, penguin boxes, dog kennels, and rolling pins, there is only so much they can do to generate income. The contribution would help sustain their operations, allowing them to continue providing valuable community support and engagement.

Estimated costs for event activities to be covered by Community Small Grant funding:

Item	Cost
Industrial Special Risks Renewal	\$1,890.91

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Support and facilitation of social activities that promote community wellbeing.

STATUTORY IMPLICATIONS

Section 77 of the Local Government Act 1993 outlines the statutory requirements in relation to grants.

77. Grants and benefits

(1) A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

(1A) A benefit provided under subsection (1) may include –

a. in-kind assistance; and

b. fully or partially reduced fees, rates or charges; and

c. remission of rates or charges under Part 9.

(2) The details of any grant made or benefit provided are to be included in the annual report of the council.

BUDGET IMPLICATIONS

Applications for funding are considered throughout the financial year until such time as the available funds are exhausted. There is a \$15,000 Community Small Grants Program provision in the 2024/25 budget. As at 6 September 2024, there is \$11,799 of the budget available to support this application.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil
Nil				
Do not adopt the recommendation	Possible	Moderate	Moderate	Council reviews the application and reasons for not adopting the recommendation and provide support for alternative fund raising.
Not approving the recommended grant may result in missed opportunities for community development				

OFFICER'S COMMENTS

The Bicheno Men's Shed is a vital community hub that provides a supportive space for men to connect, share skills, and work on local projects. It promotes social inclusion, well-being, and contributes positively to the community through volunteer efforts.

Integrity Assessment:

The Bicheno Men's Shed are an incorporated association (Incorporation No. 1A11407)

Criteria Assessment:

This application satisfies the necessary criteria of the relevant policy.

Funding value is within the acceptable allowance	Yes
Applicant is a not-for-profit community organisations and groups or individual	Yes
Grant is to assist projects that: 1. address relevant community issues of significance – 2. are initiated within the community and actively involve local people (3) improve access and encourage wider use of facilities	Yes

OFFICER'S RECOMMENDATION

That Council approve the application for Community Small Grant funding of \$890.91 to Bicheno Men's Shed Inc. to help cover the group's insurance costs, enabling them to continue their operations.

DECISION 174/24

Moved Deputy Mayor Michael Symons, seconded Clr Robert Young:

That Council approve the application for Community Small Grant funding of \$890.91 to Bicheno Men's Shed Inc. to help cover the group's insurance costs, enabling them to continue their operations.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

Clr Carole McQueeney having declared an interest in item 8.5 left the meeting at 3.42pm

8.5 Community Small Grant Application - Triabunna Tivoli Theatre

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Community Small Grants Application - Triabunna Tivoli Theatre [8.5.1 - 1 page]
2. Tivoli Theatre Attachment Small Grants Information [8.5.2 - 2 pages]

PURPOSE

Recommendation for Council to approve a Small Grant application for \$1,000 as a contribution towards operational costs for Triabunna Tivoli Theatre Incorporated's monthly film screenings.

BACKGROUND/OVERVIEW

Small Grant funding is available to assist the undertaking of programs and activities within the Glamorgan Spring Bay municipal area. The assessment criteria is outlined in the Community Small Grants Fund policy, including:

- Grants are restricted to \$1,000, with exceptions up to \$1,500 at Councils discretion.
- Grants are available to not for profit individuals, community organisations and groups.
- Grants are intended to assist projects that (1) address relevant community issues of significance (2) are initiated within the community and actively involve local people and (3) improve access and encourage wider use of facilities.

Triabunna Tivoli Theatre Incorporated is a volunteer-run, not-for-profit organisation based in Triabunna. Their mission is to foster community connection by hosting monthly film screenings that cater to all ages. They provide an accessible and affordable social outing, bringing the latest films to the local community shortly after their major cinema releases. Beyond regular movie nights, they support social and community well-being by collaborating with local organizations on special screenings for events such as Mental Health Week and National Reconciliation Week. With a focus on inclusivity and engagement, Triabunna Tivoli strive to create a welcoming environment where everyone can come together, enjoy a film, and connect with others.

Triabunna Tivoli Theatre Incorporated is seeking financial support to continue offering affordable monthly film screenings in Triabunna and Orford. The funding will help cover costs like screening fees, hall hire, and equipment maintenance, ensuring these events remain accessible for all ages. This support is essential to sustain a valuable community activity.

Estimated costs for event activities to be covered by Community Small Grant funding:

Item	Cost
Commercial Screening Fees: Approximately \$137.50 per screening, totalling \$1,650 per year.	\$1,650
Licensing: Liquor permit costs \$462.80 annually.	\$462.80

Hall Hire: \$25 per month, totaling \$300 per year	\$300.00
Total	\$2,412.80

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Support for the arts, cultural activities, programs and events.

STATUTORY IMPLICATIONS

Section 77 of the Local Government Act 1993 outlines the statutory requirements in relation to grants.

77. Grants and benefits

(1) A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

(1A) A benefit provided under subsection (1) may include –

a. in-kind assistance; and

b. fully or partially reduced fees, rates or charges; and

c. remission of rates or charges under Part 9.

(2) The details of any grant made or benefit provided are to be included in the annual report of the council.

BUDGET IMPLICATIONS

Applications for funding are considered throughout the financial year until such time as the available funds are exhausted. There is a \$15,000 Community Small Grants Program provision in the 2024/25 budget. As at 6 September there is \$11,799 of the budget available to support this application.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil
Nil				
Do not adopt the recommendation				
Not approving the recommended grant may result in missed opportunities for community development	Possible	Moderate	Moderate	Council reviews the application and reasons for not adopting the recommendation and provide support for alternative fund raising.

OFFICER'S COMMENTS

Triabunna Tivoli Theatre has been going well, with consistent community support since its start in October. The monthly film nights attract 16 to 65 attendees, averaging 35 per screening, showing strong local interest and fulfilling a need for affordable entertainment and social connection.

Integrity Assessment:

Triabunna Tivoli are an incorporated association (Incorporation No 1A13099)

Criteria Assessment:

Funding value is within the acceptable allowance	Yes
Applicant is a not-for-profit community organisations and groups or individual	Yes
Grant is to assist projects that: 1. address relevant community issues of significance – 2. are initiated within the community and actively involve local people 3. improve access and encourage wider use of facilities	Yes

OFFICER'S RECOMMENDATION

That Council approve the Community Small Grant application from the Triabunna Tivoli Theatre of \$1,000 as a contribution towards operational costs of monthly film screenings.

DECISION 176/24

Moved Clr Robert Young, seconded Clr Jenny Woods:

That Council approve the Community Small Grant application from the Triabunna Tivoli Theatre of \$1,000 as a contribution towards operational costs of monthly film screenings.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Jenny Woods and Clr Robert Young

Against: Nil

Clr Carole McQueeney returned to the meeting at 3:44 pm.

Mayor Cheryl Arnol advised Clr Carole McQueeney of the outcome of Council's decision in respect to agenda item 8.5.

8.6 Community Small Grant - East Coast Anglican

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Community Small Grant Application - East Coast Anglican [**8.6.1** - 3 pages]

PURPOSE

Recommendation for Council to approve a Small Grant application for \$1,000 to East Coast Anglican Church for a contribution towards the Kids and Youth Club.

BACKGROUND/OVERVIEW

Small Grant funding is available to assist the undertaking of programs and activities within the Glamorgan Spring Bay municipal area. The assessment criteria is outlined in the Community Small Grants Fund policy, including:

- Grants are restricted to \$1,000, with exceptions up to \$1,500 at Councils discretion.
- Grants are available to not for profit individuals, community organisations and groups.
- Grants are intended to assist projects that (1) address relevant community issues of significance (2) are initiated within the community and actively involve local people and (3) improve access and encourage wider use of facilities.

The East Coast Anglican Church is a Christian community serving the East Coast of Tasmania, with locations in Swansea, Triabunna, Woodsdale, and occasionally Bicheno. The church is led by Pastor Ben Allen, who, along with his family, aims to bring the teachings and love of Jesus to the local community. The church offers regular Sunday services, children's activities, youth groups, and various community outreach programs, all focused on fostering spiritual growth and community connection. Their mission is to make the Bible accessible and relevant to people of all ages and backgrounds, continuing the Anglican tradition of clear and practical teaching.

This application from the East Coast Anglican Church seeks a cash contribution to support the Kids' Club and Youth Group programs for the upcoming financial year. The Kids' Club, held every Friday after school, engages children in grades K–4 with activities such as games, crafts, and Bible-based teachings, all while providing a healthy afternoon snack. Following this, the Youth Group runs from 5:00 to 7:00 PM for students in grades 5–9, offering dinner, games, various activities, and Bible teachings.

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Support for the arts, cultural activities, programs and events.

STATUTORY IMPLICATIONS

Section 77 of the Local Government Act 1993 outlines the statutory requirements in relation to grants.

77. Grants and benefits

(1) A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

(1A) A benefit provided under subsection (1) may include –

a. in-kind assistance; and

b. fully or partially reduced fees, rates or charges; and

c. remission of rates or charges under Part 9.

(2) The details of any grant made or benefit provided are to be included in the annual report of the council.

BUDGET IMPLICATIONS

Applications for funding are considered throughout the financial year until such time as the available funds are exhausted. There is a \$15,000 Community Small Grants Program provision in the 2024/25 budget. As at 6 September there is \$11,799 of the budget available to support this application.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil
Nil				
Do not adopt the recommendation	Possible	Moderate	Moderate	Council reviews the application and reasons for not adopting the recommendation and provide support for alternative fund raising.
Not approving the recommended grant may result in missed opportunities for community development				

OFFICER'S COMMENTS

Council Officers have sighted the organisation's Working with Vulnerable People card and other necessary safeguarding documents required for working with young people in Tasmania.

Below are the requirements for volunteers and employees working within the East Coast Anglican Church:

1. to hold a current Working with Vulnerable People Card (WwVP)
2. to undertake Faithfulness in Service (F1 Module) training either Face to Face or Online,
3. to renew their endorsement every 3 years.
4. to complete the appropriate screening application form. (SMCQ: Safe Ministry Check Questionnaire)
5. to complete Childsafe training as appropriate (Team Member, Leader, or Coordinator)

Integrity Assessment:

East Coast Anglican are an incorporated association.

Criteria Assessment:

Funding value is within the acceptable allowance	Yes
Applicant is a not-for-profit community organisations and groups or individual	Yes
Grant is to assist projects that: <ol style="list-style-type: none"> 1. address relevant community issues of significance – 2. are initiated within the community and actively involve local people (3) improve access and encourage wider use of facilities 	Yes

OFFICER’S RECOMMENDATION

That Council approve the Community Small Grant application from the East Coast Anglican of \$1,000 as a contribution to support the Kids' Club and Youth Group programs

DECISION 177/24

Moved Clr Robert Young, seconded Clr Carole McQueeney:

That Council approve the Community Small Grant application from the East Coast Anglican of \$1,000 as a contribution to support the Kids' Club and Youth Group programs

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

8.7 Community Small Grant - Funding Assistance for Residents Competing in State, National, or International Events

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Community Small Grant - Student Request [8.7.1 - 1 page]

PURPOSE

Recommendation for Council to approve a funding request of \$500 from a Triabunna District School student seeking financial assistance to participate in the Windeward Bound Youth Leadership Challenge.

BACKGROUND/OVERVIEW

Small Grant funding is available to assist the undertaking of programs and activities within the Glamorgan Spring Bay municipal area. The assessment criteria is outlined in the Community Small Grants Fund policy, including:

- Grants are restricted to \$1,000, with exceptions up to \$1,500 at Councils discretion.
- Grants are available to not for profit individuals, community organisations and groups.
- Grants are intended to assist projects that (1) address relevant community issues of significance (2) are initiated within the community and actively involve local people and (3) improve access and encourage wider use of facilities.

The Windeward Bound Youth Leadership Challenge (YLC) is a youth development program that takes place aboard the Windeward Bound, a tall ship based in Tasmania. The program is a 10-day sailing adventure designed for young people aged 14-18, including Tasmanian youth and recently arrived migrants or refugees.

The challenge aims to foster leadership, teamwork, and personal growth by taking participants out of their comfort zones and placing them in an immersive environment with no phones, laptops, or familiar friends. Participants work together to sail the ship, develop new skills, build confidence, and form connections across diverse cultural backgrounds. The goal is to create a unique experience that promotes understanding, resilience, and leadership qualities among the youth involved.

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Support and facilitation of social activities that promote community wellbeing

STATUTORY IMPLICATIONS

Section 77 of the Local Government Act 1993 outlines the statutory requirements in relation to grants.

77. Grants and benefits

(1) A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

(1A) A benefit provided under subsection (1) may include –

a. in-kind assistance; and

b. fully or partially reduced fees, rates or charges; and

c. remission of rates or charges under Part 9.

(2) The details of any grant made or benefit provided are to be included in the annual report of the council.

BUDGET IMPLICATIONS

Applications for funding are considered throughout the financial year until such time as the available funds are exhausted. There is a \$15,000 Community Small Grants Program provision in the 2024/25 budget. As at 6 September 2024 there is \$11,799 of the budget available to support this application.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				
Nil				
Do not adopt the recommendation				
The student may not find alternate funding to attend the training.	Possible	Moderate	Moderate	Council outlines its reasons for not supporting the application and offers alternative fundraising options.

OFFICER'S COMMENTS

Supporting this request will help the student gain essential skills and contribute positively to our community.

Integrity Assessment:

The student meets the eligibility criteria for Council support, having been selected on merit for a state-significant program that fosters leadership and cultural integration among Tasmanian youth and migrants.

OFFICER'S RECOMMENDATION

That Council approve the application for Community Small Grant funding of \$500 to the Triabunna District School student to participate in the Windeward Bound Youth Leadership Challenge.

DECISION 178/24

Moved Clr Neil Edwards, seconded Clr Robert Young:

That Council approve the application for Community Small Grant funding of \$500 to the Triabunna District School student to participate in the Windeward Bound Youth Leadership Challenge.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

9 NOTICES OF MOTION

Nil.

10 PETITIONS

Nil.

11 COUNCILLORS

11.1 Questions on Notice by Councillors

Nil.

11.2 Comments/statements

Clr Jenny Woods acknowledged the passing of former Glamorgan Spring Bay Council employee Adrian O'Leary.

Clr Gregson inquired about the progress of the Dementia Friendly Australia Swansea Project and the Neighbourhood House. He also asked whether the structural plans for all townships are now available and if the Council plans to hold the photography competition again.

Clr McQueeney questioned the lighting at the Spring Beach toilets, suggesting it be converted to a sensor light.

Clr Neil Edwards raised a query regarding Local Government Reform, to which Mayor Arnol and the Acting General Manager provided their insights.

Mayor Arnol also addressed the clearing of bushland near the Orford Waste Transfer Station and Orford Golf Club.

Officers offered their comments on these matters.

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 27 August 2024**
As per the provisions of Regulation 15 (2) (a) and (d) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 2: Medical Services Funding**
As per the provisions of Regulation 15 (2) (b) (c) (d) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 3: General Manager’s Key Performance Indicators**
As per the provisions of Regulation 15 (2) (a) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 4: Grader Replacement**
As per the provisions of Regulation 15 (2) (d) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 5: Reseal and Pavement Rehabilitation 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 179/24

Moved Clr Jenny Woods, seconded Clr Robert Young,

That Council moves into Closed Session at 4.05pm.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Kenneth Gregson, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

The Mayor confirmed that the recording had been terminated.

Senior Planner, James Bonner and Community and Communications Officer, Eliza Hazelwood left the meeting at 4.06pm.

13 CLOSE

The Mayor declared the meeting closed at 6.16pm.

CONFIRMED as a true and correct record.

Date:

Mayor Cheryl Arnol