



ORDINARY COUNCIL MEETING MINUTES

TUESDAY 24 JUNE 2025

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 June 2025, 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 June 2025



Peter Porch
ACTING GENERAL MANAGER

IMPORTANT INFORMATION

- 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 43, these video/audio files will be retained by Council for at least 2 years and made available for viewing live, as well as online within 5 business 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 2.00pm.

Mayor's Opening Statement:

In accordance with Regulation 8 of the Local Government (Meeting Procedures) Regulations 2025, please be advised that this meeting is being audio and visually recorded. I ask that all attendees remain respectful and considerate of others. Offensive, defamatory, or threatening language or behaviour will not be tolerated.

1.1 Attendance and Apologies

Present:

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

Apologies

Clr Carole McQueeney

In Attendance

Acting General Manager, Peter Porch
Acting Director Planning and Development, James Bonner
Acting Director Corporate and Communications, Danielle Tuck
Consultant Accountant, Marissa Walters (via remote video conference)
Rates and Administration Officer, Kristy McConnon
Executive Officer, Jazmine Kerr

1.2 Late Reports

Nil.

1.3 Declaration of an Interest in a matter of a Councillor

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.*

Nil.

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 27 May 2025

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 27 May 2025 at 2:00pm be confirmed as a true and correct record.

DECISION 119/25

Moved Deputy Mayor Michael Symons, seconded Cllr Robert Young:

That the Minutes of the Ordinary Meeting of Council held on 27 May 2025 at 2:00pm be confirmed as a true and correct record.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

2.2 Date and Purpose of Workshop(s) Held

TUESDAY 10 JUNE 2025

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 3.55pm on Tuesday 10th June 2025 at the Council Offices, Triabunna.

Present:

Mayor Cheryl Arnol
Deputy Mayor Michael Symons (via remote video conference)
Clr Neil Edwards
Clr Jenny Walker
Clr Robert Young

Apologies:

Clr Rob Churchill
Clr Carole McQueeney
Clr Kenneth Gregson

In Attendance:

Peter Porch, Acting General Manager
James Bonner, Acting Director Planning and Development
Mick Purves, Planning Consultant
Marissa Walters, Consultant Accountant (via remote video conference)
Dannielle Tuck, Acting Director Corporate and Communications (via remote video conference)

Guests

- Dominic Hughes
- Marina Ladaniwskyj
- Colin Morrison

Agenda

- TasWater Presentation - Orford Project Briefing
- Budget and Rates Resolution
- SA2023/006 – 17498 Tasman Hwy, Bicheno – Planning Scheme Amendment and 23 lot subdivision
- DA2025/43 - 251 Harveys Farm Road, Bicheno - change of use to food services
- DA2025/059 – 34 Fraser St, Bicheno – 2 storey dwelling
- Lift The Tone – Campaign
- Blue Tree at Triabunna Rec Ground

RECOMMENDATION

That Council notes the information.

DECISION 120/25

Moved Cllr Jenny Walker, seconded Cllr Kenneth Gregson:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

2.3 Audit Panel Minutes - Tuesday 3 June 2025

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Audit Panel Minutes 2025 03 25 Final [**2.3.1** - 3 pages]

PURPOSE

To recommend that Council receives and notes the attached Minutes 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 3 June 2025 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

Nil.

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 June 2025.

DECISION 121/25

Moved Clr Rob Churchill, seconded Clr Kenneth Gregson:

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meetings held on the 3 June 2025.

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 Walker and Clr Robert Young

Against: Nil

Abstention: 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 May 2025

Amanda Brooks, Robyn Moore, Alan Morgan, David Tucker, Jane Wing

Q1. *How will the decision to dismiss long-time volunteers benefit the ratepayers and community?*

Response from Acting General Manager, Peter Porch

The Landscape Recovery Foundation (LRF) has undertaken to engage with community through a committee structure that it manages under an MOU with council. Various attending persons involved with the committee on both sides of the position taken have expressed deep concern about the functionality of the committee and its capability of benefitting ratepayers and the community. It is expected that the changes made to the membership of the committee will result in these concerns being alleviated rather than exacerbated and the priorities of council on behalf of ratepayers and community more effectively delivered. I take this opportunity to recognise the commitment and effort of all those who have contributed to the outcomes of the committee to date and note council's thanks.

Q2. *While two councillors observe ECCC meetings, we have seen no reports in Council meeting minutes since the initial Memorandum of Understanding was signed in 2022, and are concerned that little has been achieved since the GSBC NRM Strategy was completed in 2023. How many reports has GSBC received about LRF activities?*

Response from Acting General Manager, Peter Porch

Reports to council on NRM activity have been included in previous information reports from the Director Planning and Development. Additionally, an officer works within the council office on the operational deliverables providing direct engagement with management on priorities of council. Officers then report on strategic deliverables inclusive of the works of all actors in the delivery of strategic objectives.

Q3. *Given the manner in which LRF has managed community representatives, does GSBC have confidence that the development of a new MOU albeit with a revised ECCC will lead to more productive and collaborative outcomes? What mechanisms does GSBC envisage to achieve this?*

Response from Acting General Manager, Peter Porph

Council has great confidence that the LRF has the fortitude to deal with difficult situations appropriately to enable the strategic objectives of council to be delivered. The new MOU strengthens these arrangements.

Q4. How does GSBC intend to act to support the aggrieved volunteers?

Response from Acting General Manager, Peter Porph

Council recognises that volunteers can be impacted by the behaviour of both their peers and those in leadership roles. Effective volunteer environments require not only strong leadership but also shared accountability among and to all participants. Enthusiasm and expertise must be matched with respectful and productive conduct. Council seeks to support environments where people can operate in psychologically safe places where the priorities of council, expressed in its strategic plans can be most productively delivered thereby reducing the likelihood of grievances arising.

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

Under Regulation 29 of Local Government (Meeting Procedures) Regulations 2025, the Chairperson hereby declares that the Council is now acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993 for Section 4 of the Agenda.

RECOMMENDATION

That Council now acts as a Planning Authority at [time].

DECISION 122/25

Moved Deputy Mayor Michael Symons, seconded Clr Robert Young:

That Council now acts as a Planning Authority at 2.05pm.

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 Walker and Clr Robert Young

Against: Nil

Abstention: Nil

Planner, Tiara Williams entered the meeting at 2.06pm.

4.1 DA2025/43 - 251 Harveys Farm Road, Bicheno

Proposal:	Retrospective change of use to Food Services (Restaurant)
Applicant:	6ty°
Application Date:	15 April 2025
Statutory Date:	27 June 2025
Planning Instruments:	Tasmanian Planning Scheme
Zone:	11.0 Rural Living Zone
Codes:	N/A
Specific Area Plans:	N/A
Use:	Food Services
Development:	Change of use to Food Services
Discretions:	11.3.1 Discretionary Uses & C2.6.1 Construction of Parking Areas
Representations:	7 opposing, 26 in support
Attachments:	1. Redacted Representations - Objections - DA2025/43 - 251 Harveys Farm Rd, Bicheno [4.1.1 - 22 pages] 2. Redacted Representations - Support - DA2025/43 - 251 Harveys Farm Rd, Bicheno [4.1.2 - 37 pages] 3. Exhibited Documents - DA2025/43 - 251 Harveys Farm Rd, Bicheno [4.1.3 - 48 pages]
Author:	Tiara Williams, Planner

Executive Summary

Retrospective planning approval is sought for the change of use of two (2) sheds from 'Residential' to 'Food Services' at 251 Harveys Farm Road, Bicheno. The application was advertised from 17th April 2025 - 8th May 2025. During the representation period seven (7) representations objecting to the proposal were received, and a further 26 representations indicating support for the report were also received. The report assesses the proposal against the standards of the relevant zone and codes and considers the issues raised in the representations. The Planning Authority must consider the planner's recommendations, and the matters raised in the representations and make a final determination by 27th June 2025.

PART ONE

1. Statutory Requirements

The *Land Use Planning and Approvals Act 1993 (LUPAA)* requires the Planning Authority to take all reasonable steps to ensure compliance with the planning scheme.

The planning scheme provides the overriding considerations for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

The initial assessment of this application identified where the proposal met the relevant Acceptable Solutions under the planning scheme, and where a discretion was triggered. This report addresses only the discretions and the representations and makes a final recommendation for the proposed development.

The Planning Authority must consider the report but is not bound to it. It may:

1. Adopt the recommendation.
2. Vary the recommendation.
3. Replace an approval with a refusal (or vice versa).

The *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2015* require a full statement of reasons if an alternative decision to the recommendation is made.

2. Approving applications under the planning scheme

A Development Application must meet every relevant standard in the planning scheme to be approved. In most cases, the standards can be met in one of two ways:

1. By Acceptable Solution, or if it cannot do this,
2. By Performance Criteria.

If a proposal meets an Acceptable Solution, it does not need to satisfy the Performance Criteria.

In assessing this application, the Planning Authority must exercise sound judgement to determine whether the proposal meets the relevant Performance Criterion and must consider the issues raised in the representations.

3. The Proposal

Retrospective planning approval has been requested for the change of use of two (2) existing sheds on the property to 'Food Services' in which one shed has been fitted out with a kitchen and dining area and the other as a bathroom (see figure 3) at 251 Harveys Farm Road, Bicheno. The proposed service is to operate a restaurant and offer set menu lunches four (4) times per month, with a maximum capacity of 12 people.

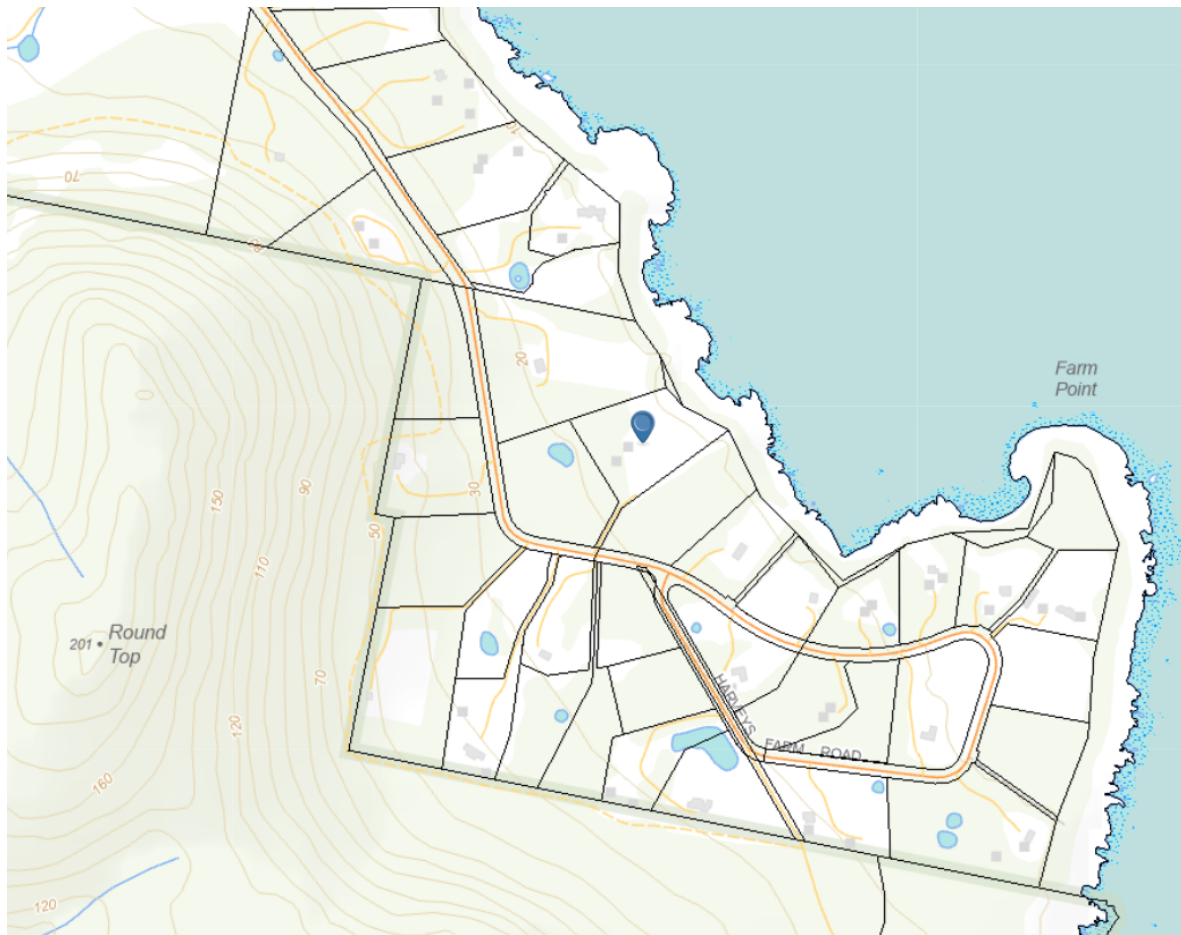


Figure 1: location Plan

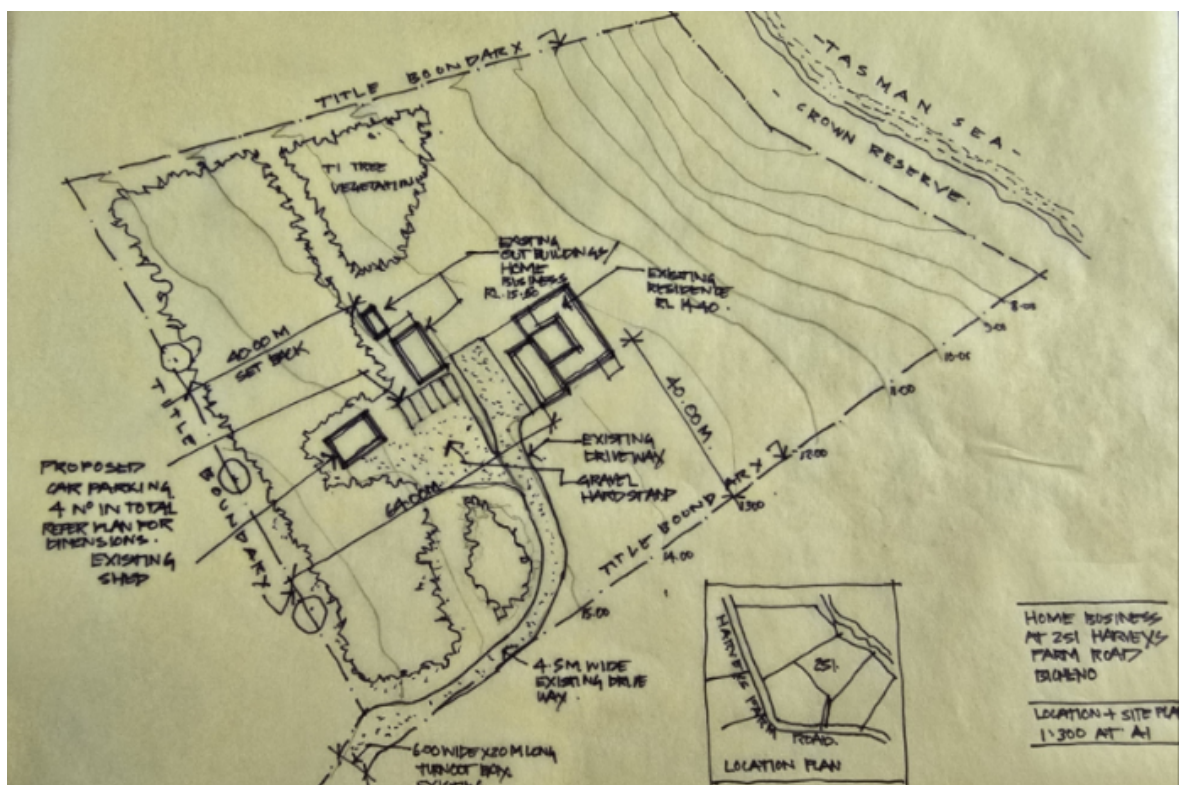


Figure 2: Site Plan

4. Risk and implications

Approval or refusal of this application should have no direct financial risk for Council, in relation to planning matters, other than should an appeal against the Authority's decision be lodged or should the Planning Authority fail to determine the application within the statutory timeframe.

5. Background and past applications

The application is considered retrospective as the two sheds have already been fitted out for the proposed use and an event occurred on the 31st January 2025. The event is what brought to Councils attention the sheds being used for a restaurant as the building did not have relevant planning, building or plumbing approvals in place for the use.

6. Site Description

The property is located towards the end of Harveys Farm Road where the majority of surrounding properties are being for residential uses. The property has a dwelling and several existing outbuildings on the property. The plan below shows the floor plan and a photo of the internal works that have been completed in each of the sheds for the proposed restaurant.

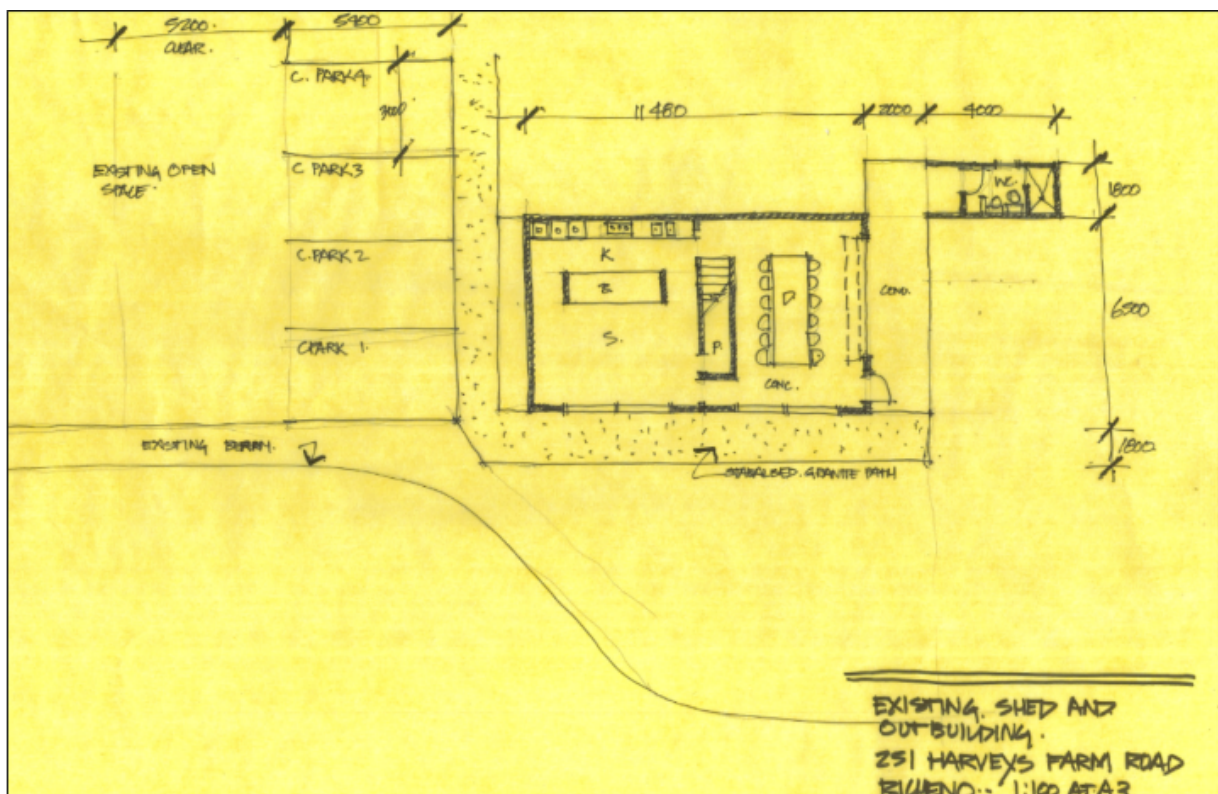


Figure 3: Floor Plan of outbuildings for proposed Change of Use



Photo of internal works done to outbuilding

7. Planning Instruments

Tasmanian Planning Scheme

8. Easements and Services

N/A

9. Covenants

N/A

PART TWO

10. Meeting the Standards via Acceptable Solution

The proposal has been assessed against the Acceptable Solutions provided in:

- 11.0 Rural Living Zone
- C2.0 Parking and Sustainable Transport Code
- C3.0 Road and Railway Assets Code
- C13.0 Bushfire-Prone Areas Code

11. Meeting the Standards via Performance Criteria

The standards below could not be met by the Acceptable Solution Criteria and have been assessed against the relevant Performance Criteria:

- 11.3.1 Discretionary Uses (A1)

- C2.6.1 Construction of Parking Areas (A1)

PART THREE

12. Assessing the Proposal against the Performance Criteria

11.0 Rural Living Zone

11.3.1 Discretionary Uses (A1) – The Acceptable Solution is for a discretionary use to only operate within the following specified time periods: 8:00am-6:00pm Monday to Friday, 9:00am – 12 noon on Saturdays, and not open on Sundays or Public Holidays.

Performance Criteria	Planner's Response
P1 Hours of operation for a use listed as Discretionary, excluding emergency services or Resource Development must not cause an unreasonable loss of amenity to adjacent sensitive uses having regard to (a) the timing, duration or extent of vehicle movements. (b) noise, lighting or other emissions.	The proposal is for the Food Services use to operate four (4) times per month on any day of the week between 12 noon and 3:30pm. (a) the timing of vehicle movements between 12noon and 3:30pm on any day is reasonable, the maximum increase vehicles would be 12 if no guests carpool, between 11:30am and 12noon and again between 3:30pm and 4pm. This is an insignificant number of vehicle movements noting Councils traffic data gathered in June 2024 showing an average of 425 vehicles per day between the hours of 5:00am and 9:00pm. This increase in vehicle movements by an absolute maximum of 24 vehicle movements, four times per month is negligible and would not have an unreasonable impact on neighbouring residential amenity, or road conditions. (b) the noise generated would be no greater than an extended family get together, the seating is shown to be inside the building which further minimises any additional noise generated. Permit conditions are recommended to ensure noise generation is minimised. The proposal is during daylight hours so there will be no increase in lighting requirements and no other emissions are expected as part of this use.

C2.0 Parking and Sustainable Transport Code

C2.6.1 Construction of parking areas (A1) - All parking, access ways, manoeuvring and circulation spaces must: (a) be constructed with durable all weather pavement, (b) be drained to the public stormwater system, or contain stormwater on the side; and (c) excluding all uses in the Rural Zone, Agriculture Zone, Landscape Conservation Zone, Environmental Management Zone, Recreation Zone and Open Space Zone, be surfaced by a spray seal, asphalt, concrete, pavers or equivalent material to restrict abrasion from traffic and minimise entry of water to the pavement.

Performance Criteria	Planner's Response
P1 All parking, access ways, maneuvering and circulation spaces must be readily identifiable and constructed so that they are useable in all weather conditions, having regard to: (a) the nature of the use (b) the topography of the land (c) the drainage system available (d) the likelihood of transporting sediment or debris from the site onto a road or public place (e) the likely hood of generating dust (f) the nature of the proposed surfacing	The existing parking, crossover and accessway is a gravel surface. (a) the infrequent and minor number of vehicles that will utilise the access and parking areas for the food services use will require the crossover to be upgraded to a sealed surface, as recommended in the conditions but is otherwise suitable for the existing gravel accessway and proposed additional gravel parking spaces. (b) the topography of the site for the proposed parking areas is suitably flat, the accessway is already existing and in use for the existing residential use on site. (c) storm water is retained on site and will continue to be. (d) the recommended permit condition to seal the cross over will minimise the level of transportation of sediment or debris onto the road. (e) the existing road is sealed and does not generate dust, the cross over being upgraded will minimise dust at the entry to the property. Any dust generated from the access and parking areas will not cause an unreasonable impact on neighbouring properties given the infrequent and small increase in vehicles, and the setbacks of neighbouring properties. (f) the surfacing is suitable and consistent with the existing and neighbouring properties.

13. Referrals

Referrals were sent to the Council Engineer and Environmental Health Officer for review.

14. Representations

The application was advertised from 17th April 2025 to 8th May 2025. During the representation period seven (7) submissions were received objecting to the proposal, and a further (26) were received supporting the proposal. Of those 26 submissions supporting the proposal only seven (7) of the representatives lived within Tasmania, and five (5) of the seven (7) were from representors who reside within the municipality.

Many of the letters of support were from people who do not live in Tasmania, have not visited the area and were encouraged by the applicant to send letters in support of the proposal. This was done by posting a template letter on their Instagram and asking their followers to send in letters of support. Whilst the support for the proposal is noted, the submissions of support largely reflected how the proposal would benefit tourism on the east coast of

Tasmania, this is not a consideration under the planning scheme and as such is not a consideration in the planning assessment.

A summary of concerns raised related to planning matters and responses are included in the table below. The complete submissions are included in the attachments to the report with personal details redacted for privacy reasons.

Theme 1: Rural Living Zoning	Response
The proposed use is not compatible with the residential nature of the area or the zoning. The proposal is out of character with the existing developments along Harveys Farm Road.	The proposed use is for a limited amount of events running between 12:00pm and 3:30pm, hosting 12 people at a time. Given the location of the building being setback 40m from the nearest neighbouring boundary the impact on neighbouring properties is not considered to be unreasonable. The property is still primarily a residence which is in keeping with the character of the area, additionally there is an existing Food Services use on Harvey's Farm Road which is a Cellar Door that offers similar small function services.
Theme 2: Noise	Response
The expected increased noise from people talking, music, vehicles. Increased noise will impact wildlife corridors. This proposal has the potential to bring more than 20 people on-site at any given time. One neighbor stated that they have already been impacted by loud music and restaurant noise	The noise generated from people talking and music playing at a level where people can still converse will not generate enough noise to be considered as having an unreasonable impact on a neighbouring residential property. The noise levels generated is very unlikely to have any greater impact on the wildlife than the existing developments noise generation, specifically noting the noise generated will be during daylight hours. The proposal has a maximum of 12 guests and it is during a limited time period. One representor made a broad reference to the noise from the single event impacting them, the representor did not provide details on the day, time or impact it imposed on their amenity. Given the events are intended to be indoors with no live music and only

	operational during daylight hours, and the proposed permit has been conditioned to minimise noise impact on neighbouring properties, the potential for noise generation is not considered unreasonable.
Theme 3: Traffic Concerns	Response
All objectors raised concerns regarding the additional traffic on Harvey's farm Road and its addition wear on the road.	Councils traffic data indicated an average daily vehicle count of 425 vehicles. As such the potential increase of an absolute maximum of 12 vehicles four times a month does not raise traffic concerns or warrant concern on their impact on the condition of the road. The recommended permit condition to upgrade the cross over to the entry of the property will also assist in protecting the sealed road surface.
Theme 4: Operating Hours	Response
The business should not be allowed to be open on Sundays and public holidays in line with the acceptable solution in the planning scheme. The owners will increase the business hours in the future. The owners will operate outside of these hours and more than four times a month. How will Council ensure compliance? It sets a precedence, and more restaurants will open up outside of the required hours.	The assessment above addresses the proposed discretionary opening hours. The assessment is only concerned with what is proposed and cannot take into consideration what may happen in the future or assume actions the applicants may decide to take. Enforcement of the planning conditions will be undertaken as required. The planning scheme allows for businesses to be open outside of the Acceptable Solution prescribed hours with discretion. The report has already addressed the specifics of this proposal, any future proposals would require the same process and assessment to determine impact.
Theme 5: Road Safety	Response
Representors highlighted concerns about children, pedestrians and wildlife's safety being impacted by the proposal.	The number and impact of vehicle movements has been addressed in the assessment above. As for children, pedestrians and wildlife, the events are infrequent with an absolute maximum of 12 cars if no one at the event carpools and is during daylight hours. The increased risk to

	people and wildlife on the road is negligible given the minor increase in vehicle movements in relation to the existing numbers of vehicle movements.
Theme 6: Unauthorized works and use without permits	Response
The use had already commenced without the require permits. Unauthorised works were undertaken by the owners to fit out the shed as a kitchen. The shed is not constructed to the appropriate standard. The owners have been advertising the proposal without any permits. How can people out of state provide letters of support, how can the owners request people fill out their template on Instagram for letter of support? The owner have already hosted an event not signed off by Council, what will stop them doing this in the future.	The owner ran an event prior to having relevant planning, building or plumbing permits, that is why this application is 'retrospective'. Internal works undertaken within the shed are dealt with through Building and Plumbing permits and are not a consideration under planning. There is nothing illegal about advertising a business, the planning scheme is concerned with the commencement of the use, not the advertising of it. There is nothing that stops people providing or requesting letters of support regardless of their location, the letters of support have already been addressed earlier in this report. It is outside the scope of this assessment to determine what the applicants may or may not do in the future, the assessment is based on the application itself.
Bushfire Concerns	Response
The proposal is in a bushfire hazard area	Under the Planning Scheme a bushfire hazard assessment was not required for this proposal however, one would likely be required to obtain the relevant building permits.

15. Conclusion

The assessment of the application taken in association with the representations received has identified that the proposal satisfies the relevant provisions of the Tasmanian Planning Scheme - Glamorgan Spring Bay and therefore the application is recommended to be approved subject to the recommended conditions:

16. Recommendation

That:

Pursuant to section 57 of the Land Use Planning and Approvals Act 1993 and the Tasmanian Planning Scheme – Glamorgan Spring Bay, DA2025/43 at 251 Harveys Farm Road (CT136499/25) for a Retrospective Change of Use to Food Services (Restaurant) be approved with the following conditions:

Endorsed Plans and Documents

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

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

Hours of Operation

2. The Food Services (Restaurant) use is limited to a maximum of four (4) events per calendar month, and is restricted to operating within the below time periods:
 - a) Monday to Sunday and public holidays: 11:30am to 4:00pm.

Access

3. Prior to the commencement of the use the vehicular access must be upgraded to a sealed surface from the edge of the public road to the boundary of the lot in accordance with IPWEA (Tasmania) Urban Roads – Driveways TSD-R09, and Urban Roads – Footpaths TSD-R11 and to the requirements of Council's General Manager (see advice below). A Council inspection of the works is required prior to concrete pour or bituminous surfacing and at completion unless alternative arrangements have been made with Council. Forty-eight hours' notice is to be provided prior to inspection.

Advice: Standard drawings are available at www.lgat.tas.gov.au/

Advice: Prior to commence of any works, the developer must obtain a Works in Road Reserve Permit for any works within the road reserve and for the connection into a Council stormwater network.

Noise

4. All devices capable of creating noise must be managed to ensure that there is no unreasonable loss of amenity to neighboring residential uses as a result of the Food Services use and operation.
5. The number of guests is to be limited to a maximum of 12 people and are all to be seated within the building the use is operating out of, as per the approved floor plans.

The following advice is provided for information and assistance only

- a. Please read all conditions of this permit and contact the planner for clarification if required.

- b. All costs associated with acting on this permit are borne by the person(s) acting on it.
- c. Further and separate approval or consent may be required for the following:
 - i. Building and plumbing approval from Council under the *Building Act 2016*
 - ii. Certificate of certifiable work for Water and sewerage from TasWater under the *Water and Sewerage Industry Act 2008*.
- d. No signs have been approved as part of this permit, separate planning approval may be required for signs advertising the development unless considered exempt under the Tasmanian Planning Scheme.
- e. The permit does not take effect until 15 days after the date it was served on you the applicant and the representor provided no appeal is lodged, as provided by s.53 of the *Land Use Planning and Approvals Act 1993*.
- f. This permit is valid for two years from the date of approval and shall lapse unless it has been substantially commenced to the satisfaction of Council's General Manager, or otherwise extended by written consent.
- g. The permit and conditions on it are based on the information submitted in the endorsed plans and documents. The Planning Authority is not responsible or liable for any errors or omissions. I encourage you to engage a land surveyor to accurately set out the location of buildings and works.
- h. The granting of this permit takes in no account of any civil covenants applicable to the land. The developer should make their own enquiries as to whether the proposed development is restricted or prohibited by any such covenant and what consequences may apply.

DECISION 123/25

Moved Cllr Jenny Walker, seconded Deputy Mayor Michael Symons:

That:

Pursuant to section 57 of the Land Use Planning and Approvals Act 1993 and the Tasmanian Planning Scheme – Glamorgan Spring Bay, DA2025/43 at 251 Harveys Farm Road (CT136499/25) for a Retrospective Change of Use to Food Services (Restaurant) be approved with the following conditions 1 - 5 and advice a - h.

THE MOTION WAS PUT AND CARRIED 6/1

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Jenny Walker and Cllr Robert Young

Against: Cllr Kenneth Gregson

Abstention: Nil

Planner, Tiara Williams left meeting at 2.11pm

4.2 DA2025/059 - 34 Fraser Street, Bicheno - 2-Storey Dwelling

Proposal:	Construction of a 2-storey dwelling
Applicant:	Adams Building Design
Application Date:	26 March 2025
Statutory Date:	30 June 2025
Planning Instruments:	Tasmanian Planning Scheme
Zone:	8.0 General Residential
Codes:	C2.0 Parking and Sustainable Transport Code; C3.0 Road and Railway Assets Code; C15.0 Landslip Code
Specific Area Plans:	N/A
Use:	Residential
Development:	2-storey dwelling
Discretions:	8.4.2 – A1 Setback of dwelling to frontage; A3 Setback of retaining wall to boundary; 8.4.6 - Window within 3m of boundary
Representations:	4
Attachments:	1. Exhibited Documents - DA2025/059 - 34 Fraser St, Bicheno [4.2.1 - 23 pages] 2. Redacted Representations - DA2025/059 - 34 Fraser St, Bicheno [4.2.2 - 6 pages]
Author:	James Bonner, Senior Planner

Executive Summary

Planning approval is sought for the construction of a 2-storey dwelling. The application was advertised from 17th April to 08th May 2025. During the representation period four (4) submissions were received objecting to the proposal. The report assesses the proposal against the standards of the relevant zone, codes and considers the issues raised in the representations. The Planning Authority must consider the planner's recommendations and the matters raised in the representations and make a final determination by 30 June 2025.

PART ONE

1. Statutory Requirements

The *Land Use Planning and Approvals Act 1993 (LUPAA)* requires the Planning Authority to take all reasonable steps to ensure compliance with the planning scheme.

The planning scheme provides the overriding considerations for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

The initial assessment of this application identified where the proposal met the relevant Acceptable Solutions under the planning scheme, and where a discretion was triggered. This report addresses only the discretions and the representations and makes a final recommendation for the proposed development.

The Planning Authority must consider the report but is not bound to it. It may:

1. Adopt the recommendation.
2. Vary the recommendation.
3. Replace an approval with a refusal (or vice versa).

The *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2015* require a full statement of reasons if an alternative decision to the recommendation is made.

2. Approving applications under the planning scheme

A Development Application must meet every relevant standard in the planning scheme to be approved. In most cases, the standards can be met in one of two ways:

1. By Acceptable Solution, or if it cannot do this,
2. By Performance Criteria.

If a proposal meets an Acceptable Solution, it does not need to satisfy the Performance Criteria.

In assessing this application, the Planning Authority must exercise sound judgement to determine whether the proposal meets the relevant Performance Criterion and must consider the issues raised in the representations.

3. The Proposal

The proposal is to construct a 2-storey dwelling comprising 3 bedrooms and parking for 3 cars. Due to the design and the slope of the land the building area is to be excavated and levelled with a 3m high retaining wall located parallel to the southern boundary.

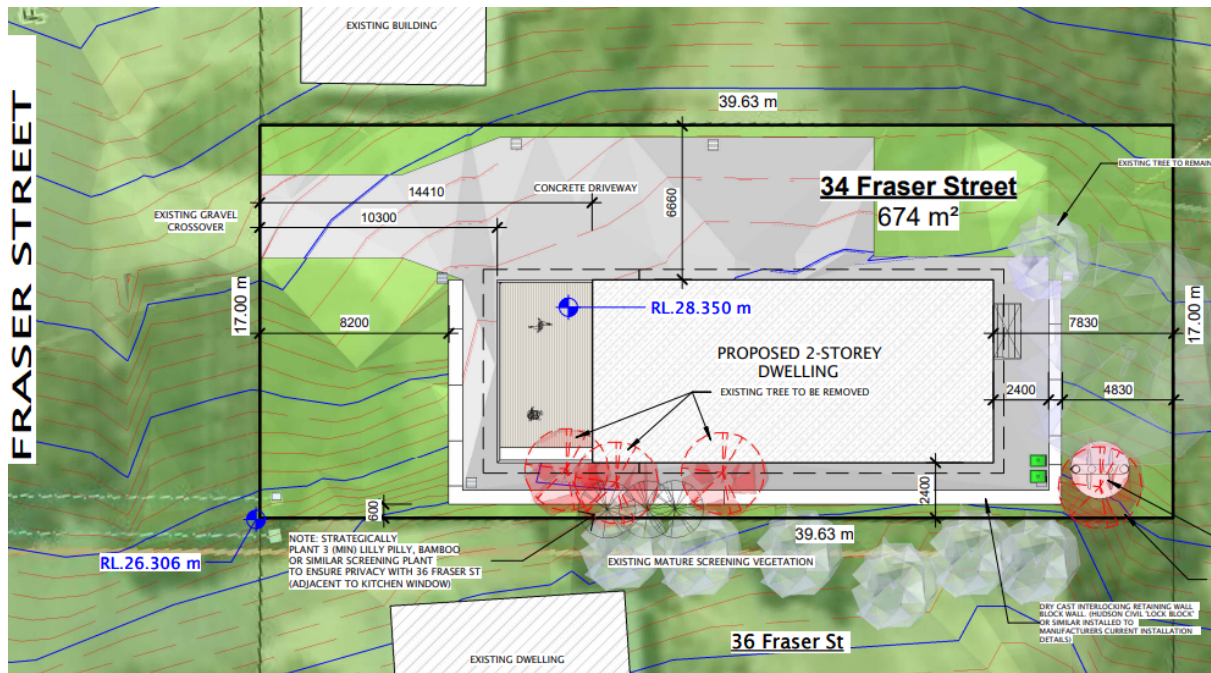


Figure 1 – Extract of site plan

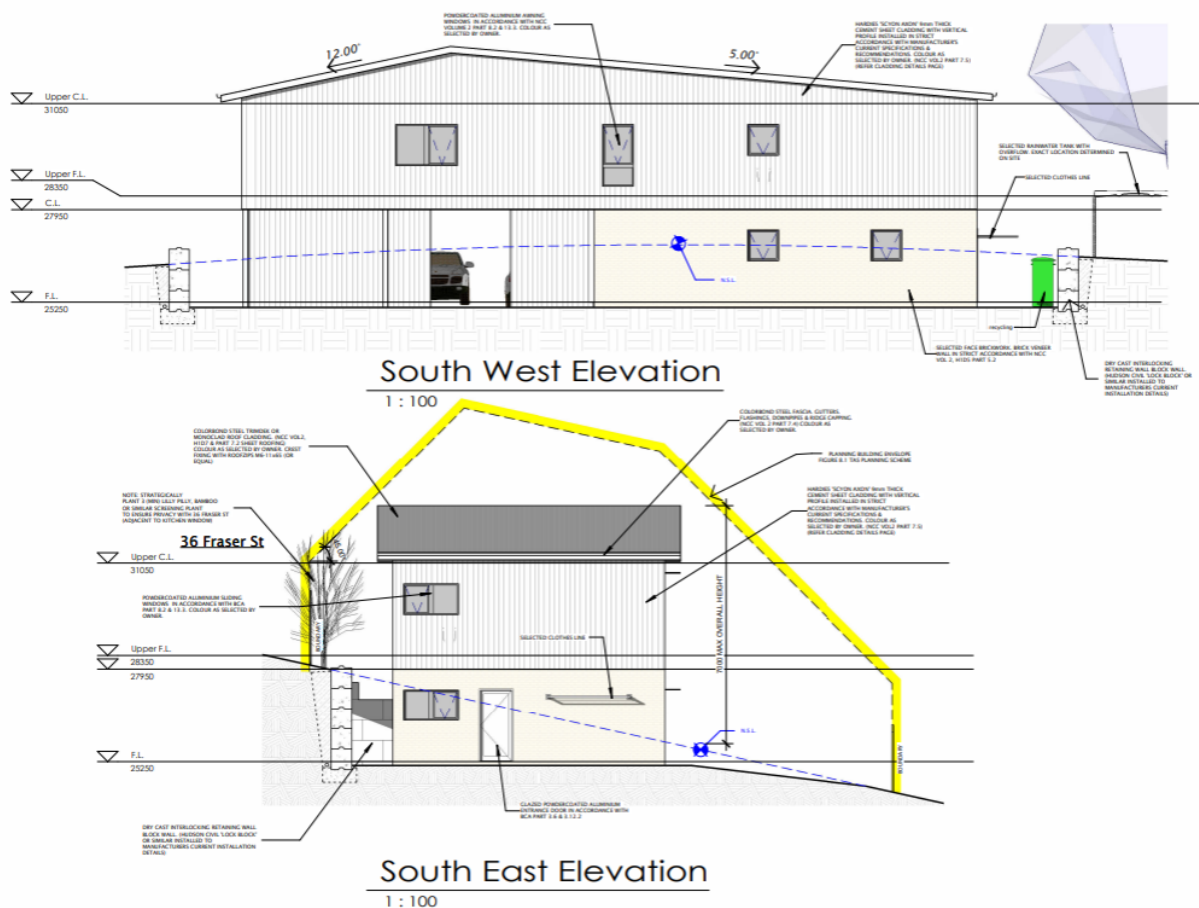


Figure 2 – Extract of south elevations plan

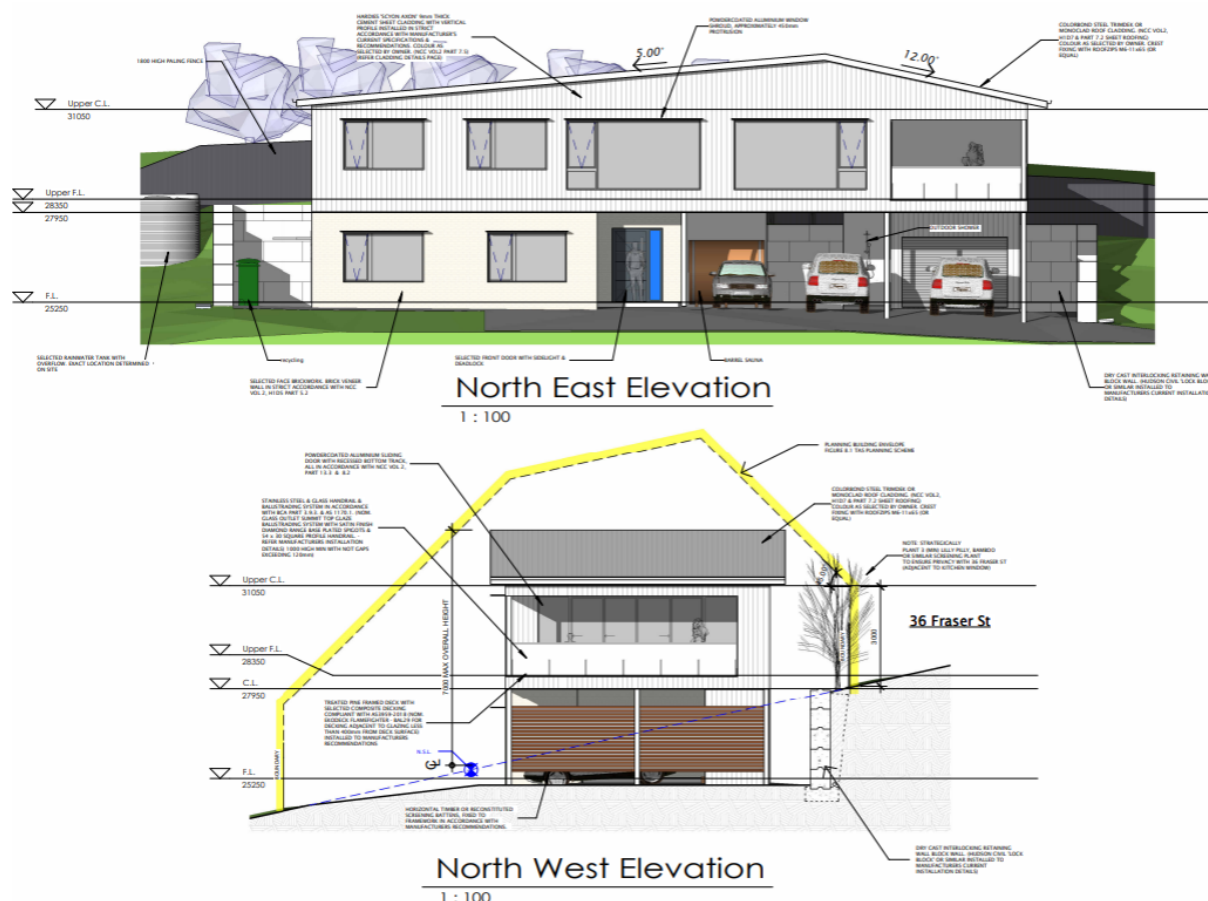


Figure 3 – Extract of north elevations plan

4. Risk and implications

Approval or refusal of this application should have no direct financial risk for Council, in relation to planning matters, other than should an appeal against the Authority's decision be lodged or should the Planning Authority fail to determine the application within the statutory timeframe.

5. Background and past applications

A review of the title documents indicates that the lot was created in 1994 and has remained vacant, with this being the first development application since its creation.

6. Site Description

The property has an informal access off Fraser Street and contains a mix of remnant native vegetation of which the majority will be required to be cleared for the development. The lot has a north/south orientation which provides good solar access and grades down from south to north by approximately 3m.

7. Planning Instruments

Tasmanian Planning Scheme

8. Easements and Services

The lot is fully serviced with electricity, water and sewer. No easements are identified in the title documents.

9. Covenants

There is one covenant on title that restricts the construction of a building to not be within 12m of the Fraser Street boundary. This is a private covenant between the land owners the subject of the folio and is not a consideration under the planning scheme.

PART TWO

10. Meeting the Standards via Acceptable Solution

The proposal has been assessed against the Acceptable Solutions provided in:

- 8.0 General Residential Zone
- C2.0 Parking and Sustainable Transport Code
- C3.0 Road and Railway Assets Code
- C15.0 Landslip Code

All standards were met by acceptable solution excepting those identified below which were assessed against the applicable performance criteria.

11. Meeting the Standards via Performance Criteria

The standards below could not meet the Acceptable Solution criteria and have been assessed against the relevant Performance Criteria.

- 8.4.2 A1 – setback of the dwelling to the frontage
- 8.4.2 A3 - setback of retaining wall to southern boundary less than 1.5m.
- 8.4.6 A2 – glazing to kitchen window on first floor less than 3m to boundary

PART THREE

12. Assessing the Proposal against the Performance Criteria

8.0 General Residential Zone

8.4.2 A1 – the acceptable solution (c) is that a dwelling on a vacant lot is setback from the frontage no less than or greater than dwellings on the adjoining lots. The dwelling is proposed to be setback greater than the dwellings on the adjoining lots and therefore it has been assessed against the requirements of the performance criteria.

Performance Criteria	Planner's Response
A dwelling must have a setback from a frontage that is compatible with the streetscape, having regard to any topographical constraints.	The dwelling is proposed to be setback 10.3m from the frontage. The dwellings on the adjoining lots are setback approximately 2m

Performance Criteria	Planner's Response
	and 6m, with dwellings across the road setback approximately 5m and 16m. There is significant variation in the frontage setbacks of existing dwellings in the immediate vicinity and it is considered that the proposed setback is compatible with the streetscape. It is considered that the performance criteria is met.

8.0 General Residential Zone

8.4.2 A3(b) – the acceptable solution is that buildings are to have a setback of no less than 1.5m to a boundary. The retaining wall is approximately 3m high and is located 600mm from the southern boundary and does not meet the acceptable solution. Due to the height and location of the retaining wall it also does not meet the exemption criteria of clause 4.6.8 of the planning scheme. As the retaining wall does not meet the exemption criteria or the acceptable solution it has been assessed against the requirements of the following performance criteria.

Performance Criteria	Planner's Response
The siting and scale of a dwelling must: (a) not cause an unreasonable loss of amenity to adjoining properties, having regard to: (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property; (ii) overshadowing the private open space of a dwelling on an adjoining property; (iii) overshadowing of an adjoining vacant property; and (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property; (b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and	The plans show that due to the excavation works the retaining wall will not extend above ground level when viewed from the neighbouring property 36 Fraser Street. The retaining wall will not result in overshadowing of the adjoining properties and will not result in visual impacts caused by its bulk and scale when viewed from an adjoining property. The retaining wall is proposed to be located off the boundary by 600mm and the dwelling itself is to be located 2.5m off the southern boundary. The construction of the retaining wall is a matter that is required to be addressed at the building approval stage. It is considered that the performance criteria is met.

Performance Criteria	Planner's Response
(c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on: (i) an adjoining property; or (ii) another dwelling on the same site.	

8.0 General Residential Zone

8.4.6 A2 – The acceptable solution is that a window that has a floor level more than 1m above ground level must have (a) a setback to a boundary of not less than 3m or (b) be offset in the horizontal plane of not less than 1.5m to the window or glazed door to a habitable room of another dwelling or have a sill height of 1.7m above floor level or have a permanently fixed screen. The kitchen window is less than 3m to the side boundary and does not meet the requirements of (b), therefore it must be assessed against the requirements of the performance criteria.

Performance Criteria	Planner's Response
A window or glazed door to a habitable room of a dwelling that has a floor level more than 1m above existing ground level must be screened, or otherwise located or designed, to minimise direct views to: (a) a window or glazed door, to a habitable room of another dwelling; and (b) the private open space of another dwelling.	The advertised plans show that the window is proposed to be screened by vegetation planted next to the retaining wall and along the southern boundary. While the vegetation may provide a screen to the window it is considered that this does not provide a reasonable opportunity for privacy to the adjoining dwelling due to the length of time for the vegetation to grow to a height of around 3m to provide a suitable screen. It is recommended that a condition be included in any permit requiring a fixed screen be provided to the window to minimise direct views.

13. Referrals

The application was not required to be referred.

14. Representations

The application was advertised from 17th April to 08th May 2025. During the representation period four (4) submissions were received objecting to the proposal. A summary of concerns raised related to planning matters and responses are included in the table below. The complete submissions are included in the attachments to the report with personal details redacted for privacy reasons

Covenant on Title	Response
The building is not setback 12m from Fraser St as required by the covenant on the title. Council should not have accepted the application as the building does not meet the 12m setback.	The covenant is a private covenant between the property owners and is not a consideration under the planning scheme. The dwelling has been assessed as being compliant with the performance requirements of the planning scheme as described above.
Landslip Area and Retaining Wall	Response
The retaining wall is located in a landslip area and is of considerable size and requires extensive excavation and this needs to be taken into consideration in the design of the retaining wall and dwelling. The retaining wall should require a certified engineers report.	The LISTMap identifies a portion of the lot to be in a low landslip hazard band. The retaining wall and dwelling is defined as building work and in accordance with clause C15.4.1(d) of the Landslip Hazard Code the work, including the excavation works, are exempt from the code and is therefore not a consideration at the planning permit stage and are instead addressed at the building approval stage.
Screening of Kitchen Window	Response
The proposed screening using plants is not a practical solution. Plants are unlikely to thrive in what soil is left after the retaining wall is constructed, will take years to grow and may die or be removed. Instead a fixed screen, celestory window or opaque glass would be a more suitable solution.	The proposed use of vegetation is not considered to meet the performance criteria and it is recommended that a condition be included requiring a fixed screen be provided to the kitchen window.

15. Conclusion

The assessment of the application taken in association with the representations received has identified that the proposal satisfies the relevant provisions of the Tasmanian Planning Scheme - Glamorgan Spring Bay and therefore the application is recommended to be approved subject to the recommended conditions.

16. Recommendation

That:

Pursuant to section 57 of the Land Use Planning and Approvals Act 1993 and the Tasmanian Planning Scheme, DA2025/059 at 34 Fraser Street, Bicheno (CT104189/2) for a 2-storey dwelling be approved with the following conditions:

Endorsed Plans and Documents

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

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

Screening of Kitchen Window

2. The kitchen window on the first floor facing south is to be fitted with a fixed screen or otherwise designed to minimise direct views to the dwelling on the adjoining lot.

Reason: To provide a reasonable opportunity for privacy for the adjoining lot.

Access and Driveway

3. Surface water runoff from the internal driveway and vehicle parking and turning areas must be controlled and drained to avoid unreasonable impact to adjoining land.
4. Prior to the use commencing, the internal driveway must have a sealed surface of concrete, asphalt, two-coat spray seal, pavers or equivalent approved by Council's General Manager and be drained to an approved stormwater drainage system.
5. Prior to the commencement of the use the vehicular access must be constructed from the edge of the public road to the boundary of the lot in accordance with IPWEA (Tasmania) Urban Roads – Driveways TSD-R09, and Urban Roads – Footpaths TSD-R11 and to the requirements of Council's General Manager (see advice below). A Council inspection of the works is required prior to concrete pour or bituminous surfacing and at completion unless alternative arrangements have been made with Council. Forty-eight hours' notice is to be provided prior to inspection.

Advice: Standard drawings are available at www.lgat.tas.gov.au/

Advice: Prior to commence of any works, the developer must obtain a Works in Road Reserve Permit for any works within the road reserve and for the connection into a Council stormwater network.

Environmental Management

6. Plans submitted for building approval must include a Soil and Water Management Plan (SWMP) and this must be implemented to ensure soil and sediment does not leave the site during the construction process.

Advice: a series of Fact Sheets on [Soil and Water Management on Building Sites](#) and how to develop a SWMP is available on the Environment Protection Authority website.

7. Through the construction process to the satisfaction of Council's General Manager, and unless otherwise noted on the endorsed plans or approved in writing by Council's General Manager, the developer must:
 - a) ensure soil, building waste and debris does not leave the site other than in an orderly fashion and disposed of at an approved facility;
 - b) not burn debris or waste on site;

- c) ensure public land, footpaths and roads are not unreasonably obstructed by vehicles, machinery or materials or used for storage;
 - d) pay the costs associated with any alteration, extension, reinstatement and repair or cleaning of Council infrastructure or public land.
8. The developer must provide a commercial skip (or similar) for the storage of builders waste on site and arrange for the removal and disposal of the waste to an approved landfill site by private contract.

Advice: Builders waste, other than of a quantity and size able to be enclosed within a standard 140-litre mobile garbage bin, will not be accepted at Council's Waste Management Centres.

The following advice is provided for information and assistance only

- a. Please read all conditions of this permit and contact the planner for clarification if required.
- b. All costs associated with acting on this permit are borne by the person(s) acting on it.
- c. Further and separate approval or consent may be required for the following:
 - i. Building and plumbing approval from Council under the *Building Act 2016*
 - ii. Certificate of certifiable work for Water and sewerage from TasWater under the *Water and Sewerage Industry Act 2008*.
- d. The permit does not take effect until 15 days after the date it was served on you the applicant and the representor provided no appeal is lodged, as provided by s.53 of the *Land Use Planning and Approvals Act 1993*.
- e. This permit is valid for two years from the date of approval and shall lapse unless it has been substantially commenced to the satisfaction of Council's General Manager, or otherwise extended by written consent.
- f. The permit and conditions on it are based on the information submitted in the endorsed plans and documents. The Planning Authority is not responsible or liable for any errors or omissions. I encourage you to engage a land surveyor to accurately set out the location of buildings and works.
- g. The issue of this permit does not ensure compliance with the provisions of the Tasmanian *Threatened Species Protection Act 1995* or the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*. The applicant may be liable to complaints in relation to any non-compliance with these Acts and may be required to apply to the Policy and Conservation Assessment Branch of the Department of Primary Industry, Parks, Water and Environment or the Commonwealth Minister for a permit.
- h. The granting of this permit takes in no account of any civil covenants applicable to the land. The developer should make their own enquiries as to whether the proposed development is restricted or prohibited by any such covenant and what consequences may apply.
- i. In the event that any suspected Aboriginal cultural material is inadvertently encountered during surface or sub surface disturbance, please consult the Unanticipated Discovery Plan at <http://www.aboriginalheritage.tas.gov.au/Documents/UDP.pdf>

DECISION 124/25

Moved Deputy Mayor Michael Symons, seconded Clr Neil Edwards:

That:

Pursuant to section 57 of the Land Use Planning and Approvals Act 1993 and the Tasmanian Planning Scheme, DA2025/059 at 34 Fraser Street, Bicheno (CT104189/2) for a 2-storey dwelling be approved with the following conditions 1- 8 and advice to a - i .

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 Walker and Clr Robert Young

Against: Nil

Abstention: Nil

Under Regulation 29 of Local Government (Meeting Procedures) Regulations 2025, the Chairperson hereby declares that the Council is no longer acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993 for Section 4 of the Agenda.

RECOMMENDATION

That Council no longer acts as a Planning Authority at [time].

DECISION 125/25

Moved Cllr Robert Young, seconded Cllr Rob Churchill:

That Council no longer acts as a Planning Authority at 2.17pm.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

5 FINANCIAL REPORTS

5.1 Financial Reports for May 2025

Author: Accountant (Mary Oyeyiola)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Group Financial Statements 2025-05 [5.1.1 - 3 pages]
2. Capital Works Projects 2025-05 pdf [5.1.2 - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended May 2025 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 CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		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.
Industrial Relations		
Information Technology		
Natural Hazards		

Work Health and Safety		
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		
Other		

OFFICER'S RECOMMENDATION

That Council receives and notes the Financial Reports as attached to this report for the period ended May 2025.

DECISION 126/25

Moved Cllr Robert Young, seconded Cllr Rob Churchill:

That Council receives and notes the Financial Reports as attached to this report for the period ended May 2025.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

6 SECTION 24 COMMITTEES

6.1 Triabunna Community Hall Minutes - 27 May 2025

ATTACHMENT/S

1. Statement Account - 27 TH May 2025 [6.1.1 - 1 page]
2. JULY 2024 TO CURRENT Copy [6.1.2 - 1 page]

TRIABUNNA COMMUNITY HALL

A Section 24 committee of the GSBC

3 Vicary St Triabunna Tasmania 7190
E: admin@crpgroup.com.au
M: 0437 134 133 – President / Secretary

MINUTES			
TIME & DATE	11:00 AM 27th May 2025	LOCATION	Triabunna Community Hall
ATTENDEES	COMMITTEE Kaylene Lee Greg Crump Kerry Chaproniere Malcolm Bishop Bernadette Pogorzelski – Council Representative	TYPE	GENERAL COMMITTEE MEETING

Minutes Taken by G Crump

ITEM	ACTION
APOLOGIES: Councillor Robert Young	
CONFIRMATION OF PREVIOUS MEETING MINUTES Malchom Bishop moved that the minutes were a true reflection of the previous meeting Seconded by Kaylene Lee	
TREASURERS REPORT Kerry tabled the treasurers report – see attached Current balance @ \$14056.67 as 27 th May 2025	
BUSINESS ARISING FROM PREVIOUS MEETING <i>Hall Key Register</i> Greg tabled a report showing current key holders that he has managed to identify along with key numbers We are still missing Councillors and Councils key numbers - Bernadette to follow up with council	B Pogorzelski

TRIABUNNA COMMUNITY HALL

A Section 24 committee of the GSBC

3 Vicary St Triabunna Tasmania 7190
E: admin@crpgroup.com.au
M: 0437 134 133 – President / Secretary

Hall Capital Works / Maintenance

Greg tabled the various emails received from Council and Councillor Young regarding capital works, maintenance and repairs. Key items that require attention are:

1. Instillation of Exhaust fan in kitchen
2. Instillation of dishwasher in kitchen
3. Repair of damaged window in kitchen
4. Soap Dispenser in Ladies Toilets needs replacing

Bernadette to follow up with Dan Herman and advise

B
Pogorzelski

Hall Inventory

This needs to be completed before the next meeting. It would appear tables and other items are being removed from the Hall – it seems there are too many people with keys to the Hall

It was agreed Greg, Kaylene and Kerry would complete this prior to the next meeting

GC/KL/KC

NEW BUSINESS

Hall Hire Exemptions

Kerry, who manages all Hall bookings, wanted to confirm that the following parties are exempt from paying Hall Hire fees

- GSBC and its officers
- Triabunna Primary School
- Meal on Wheels – storage and occasional usage of the kitchen

Kaylene and Malchom both advised that this has been the case historically.

Hall Hire Application Form

Kerry to provide feedback to Council regarding updating the “Hall Hire” form to make it more usable and to include the option for required additional information

Kerry

Reimbursements

Kerry tabled invoices that required reimbursements – Repayment TO Rooke Productions – paid hall hire fee of \$100 twice via eft – see attached Financial report
Reimbursement to KC for Key Safe \$34.47 – Receipt sighted & approved by Kaylene.

It was agreed that these would be paid

Kerry

TRIABUNNA COMMUNITY HALL
A Section 24 committee of the GSBC

3 Vicary St Triabunna Tasmania 7190
E: admin@crpgroup.com.au
M: 0437 134 133 – President / Secretary

2024/25 AGM

This will be held on Tuesday September 23 @ 11:00 am followed by a General Meeting

G Crump to advertise the AGM 4 weeks prior to the meeting as required under legislation

G Crump

AV, LIGHTING, SOUND AND EQUIPEMENT REVIEW

All attendees at the meeting inspected the current equipment and Greg explained that the system was no longer 'fit for purpose' and did not meet the requirements of the existing users and potential new users.

If the Triabunna Hall is to remain as a viable and useful community asset all this equipment needs to be reviewed and updated into a friendly usable system

Greg to write an overview of what is required moving forward and then at least 2 A/V specialists with experience in theatre and performance would be asked to review the system and provide an overview of what would be required and costs

1. Bernadette to contact a specialist she has worked with previously to ascertain their costs to visit Triabunna and provide a professional appraisal
2. Greg to contact the Spring Bay Mill to get a contact for the people that provide ad run the A/V equipment at the Spring Bay Mill.

Bernadette

Greg

CORRESPONDANCE

None received

MEETING CLOSED 12:15

RECOMMENDATION

That the Minutes of the Triabunna Hall Committee meeting held on 27 May 2025 be received and noted.

DECISION 127/25

Moved Cllr Jenny Walker, seconded Cllr Robert Young:

That the Minutes of the Triabunna Hall Committee meeting held on 27 May 2025 be received and noted.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

6.2 Tasmanian Seafarers' Memorial Committee Minutes - 5 May 2025

ATTACHMENT/S

Nil

Tasmanian Seafarers Memorial Committee Minutes meeting 5th May 2025

Present

Kath Ferguson, Graeme Elphinstone, John Carole McQueeney, Neil Edwards (Chair)
John hall (online participation), Bernadette Pogorzelski (Secretary)

Apologies

Jan Sweet, Mick Desmond, Melissa Cruse

Minutes of previous meeting

28th Sep 2024 Minutes unanimously approved as an accurate and correct record – Moved
Kath and seconded Carole

Action Arising

- Fixing lectern – Neil to check with Ian and Dan (Council) if it the lectern has been refurbished.
- Masts upgrade – John has located potential masts in around back yard of the Depot. Currently uncertain if they will be fit for purpose. Neil, John and Graeme to discuss with Dan (Council) in late May and report back. Discussion re possible federal funding if required.

Business

- The 19th October confirmed as the 2025 Memorial date.
- Kath has sent a Letter gone off to Hobart ADF regarding save the date.
- Online form request ceremonial support for all of navy staff is prepared, with various requests including, wreath layer, ADF cadets, bugler, vocalist etc. Kath to liaise with/provide copy of Seafarers' Memorial Service paperwork, to ensure Bernadette is briefed on related materials and processes.
- Save the dates sent to the range of dignitaries by Kath.
- Formal invitations to be sent by Bernadette to key service dignitaries - Governor (Patron of Memorial); all state and federal politicians for the region, Head of Navy, Head of Marine police, MAST. Bernadette to liaise with Kath.
- Bernadette to book the Triabunna Hall (as a wet weather alternative venue) for 19th October.
- Graeme to talk to Triabunna Boat Club regarding use of the venue for a post service Memorial lunch.
- Bernadette confirmed that Council has approved the proposed budget for the event.

Meeting dates

The following dates were approved for 9am meetings.

- 4 August 2025
- 15 Sept 2025
- 6 Oct 2025
- 13 Oct 2025 (tentative)
- 19 October – Memorial Service

RECOMMENDATION

That the Minutes of the Tasmanian Seafarers Memorial Committee meeting held on 5th May 2025 be received and noted.

DECISION 128/25

Moved Clr Neil Edwards, seconded Clr Robert Young:

That the Minutes of the Tasmanian Seafarers Memorial Committee meeting held on 5th May 2025 be received and noted.

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 Walker and Clr Robert Young

Against: Nil

Abstention: Nil

6.3 Bicheno Hall Committee Minutes - 10 April 2025

ATTACHMENT/S

Nil



BICHENO MEMORIAL HALL COMMITTEE

10th April, 2025

5:30 – 7:00 pm

Attendance: Anna King (Chairperson remote online) Mick Symons, Kathleen Davis (Secretary), Phil Harvey (Treasurer)

Apologies: Nick Wardlaw, Jan Jenkinson

The committee meeting opened at 5:30 pm

Item	Discussion and outcome	Moved/Seconded	Action
Welcome and Introduction	Welcome and contact set up with Anna online.		
Previous minutes	For November, read and accepted.	Mick/Phil	
Chairperson's Report	Anna was unable to make contact with the web developer for this meeting, so this will be postponed until May.		
Report on the council budget by Mike Symons.	The hall committee thought that the council had set aside funds for the purchase of new lighting for the stage and to resurface the annex floor. They are working towards including this in the budget for the next financial year. There seems to be clear lines for the appropriation of funding.		

	Concern was expressed by committee members, that there is a significant safety issues with the current lighting, as the system is old and failing. Last year, a light almost fell onto a child while they were using the hall. The follow-up with the quotes needs to be finalised.		Nick Wardlaw /Anna
Treasurer's Report	This is the first treasure's report by Phil. Discussion about a baseline reserve. Moved that a reserve of \$5000 be kept as a minimum in the bank.	Mike/Kathleen	
General Business	The committee moves to engage Rebill Media to analise and update the website.	Mike/Phil	

Meeting Closed 6:25pm

Next meetings:

29th of May, 2025

21st August 2025

16th October 2025

27th November 2025

RECOMMENDATION

That the Minutes of the Bicheno Memorial Hall Committee meeting held on the 10 April 2025 be received and noted.

DECISION 129/25

Moved Deputy Mayor Michael Symons, seconded Cllr Neil Edwards:

That the Minutes of the Bicheno Memorial Hall Committee meeting held on the 10 April 2025 be received and noted.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

7 INFORMATION REPORTS

7.1 Acting General Manager - Peter Porch

Governance, Human Resources, Work Health and Safety, Economic Development, Community Development

ATTACHMENTS

Nil

PURPOSE

This report provides information on the ongoing tasks of the General Managers Department in relation to Governance, Human Resources, Work Health and Safety, Economic Development, Community Development.

OFFICER'S COMMENTS

The core functions of council are being delivered with officers stepping up to meet the needs while recruitment for 2 senior roles progresses. Some consultant assistance is required to fill the gaps in specialist areas.

COMMUNITY DEVELOPMENT

Officers in community development have been undergoing various training as available for Community Recovery under Emergency Management as a critical resourcing requirement.

Opportunities are being made to develop the necessary networks for communications to and from council to maximise our limited resource to meet the strategic priorities of council.

Council has a key advocacy role and is uniquely placed to connect government departments and associated funding streams with community groups. By liaising with state and not-for-profit agencies and providers, connecting community with services and resourcing opportunities.

Attendance at various meetings occurs and generation of reports is commencing. This role has a place in the Eastern Strategic Regional Partnership in liaising with BEST employment and the learning hubs being developed in Sorell and St Helens. Opportunities to spread learning and employment outcomes through Glamorgan Spring Bay will be explored.

CORRESPONDENCE FOR NOTING

Noting correspondence received and distributed or attached if not previously distributed for the record.

- LGAT – Meeting Procedure Regulations 2025 27th May (distributed 4th May)
- Minister Abetz – quarry operations
- Letter outgoing – Minister Abetz seeking further information on quarry matters
- Letter outgoing – Minister Petrusma seeking clarification on Crown land ownership

GENERAL

May Calendar Acting GM meetings/appointments

- o Council's in Recovery – Webinar 1st May
- o CBOS Permit Authority Forum 5th May
- o cohealth monthly update 6th May
- o Swansea Community & Mens Shed meeting – 6th May
- o EA meeting 6th May
- o Meeting Claudia Butler – Triabunna Tomorrow Planning 7th May
- o Meeting Bicheno community member – Planning Matter 7th May
- o Meeting TasNetworks – community Batteries Information – 8th May
- o Council Workshop 13th May
- o Southern Municipal Emergency Management Committee 15th May
- o Workshop on Guidelines for Community Engagement Benefit Sharing State Growth – 16th May
- o SERDA strategic plan development workshop – 19th May
- o RDA Tasmanian Regional Workshop Moonah – 21st May
- o Southern Regional Emergency Management Committee Meeting – 22nd May
- o Meeting with AWU 22nd May
- o Meeting Ninety Mile Consulting – childcare in region – 22nd May
- o Scheduled Meeting with Mayor and Deputy Mayor 22nd May
- o Council Meeting 27th May
- o Tasmanian Local Government Security Forum – 28th May

STRATEGIC PLANNING

- Involvement in SERDA strategic plan development in May provides the opportunity for council to maximise the advocacy capability of the southeast combined councils for community benefit.
- Enquiries have been made to determine a cost for demographic information to inform councils strategic direction and community needs. An allocation is included in the 2025-26 budget to secure this information based on the release of new current information being released during 2025-26. Presentations will be progressively delivered to council through workshops as the data sets are released, interrogated and interpreted.
- The Eastern Strategic Regional Partnership projects are progressing. Elements being run through East Coast Tourism Tasmania are underway including the Triabunna Tomorrow Marine development project and the Positive Impact Plan.

RISK CONSIDERATION/S

Notes provided by exception.

AREA OF RISK	Risk	COMMENTS FROM GENERAL MANAGER
Contractual and Legal		Sale of land for unpaid rates. Process being run through legal representatives for procedural completeness.
Environmental and Public Health		
Financial		

Industrial Relations		EA negotiations
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		Governance within council
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Loss of case in Fair Work Hearing
Other		

Risks are generally within the tolerances of councils risk appetite with a small number of issues requiring more detailed attention to manage risk.

RECOMMENDATION

That Council notes the information.

DECISION 130/25

Moved Cllr Neil Edwards, seconded Cllr Jenny Walker:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

7.2 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.

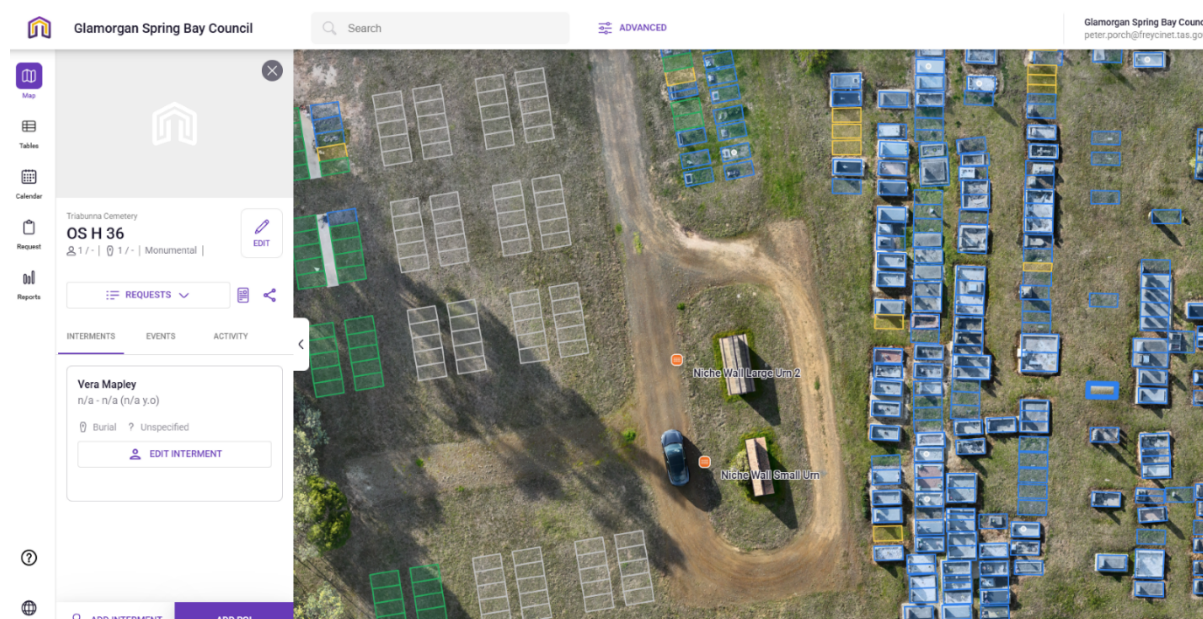
OFFICER'S COMMENTS

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.

Cemeteries require sound records and development plans to enable bookings to occur without double up. Additionally, they can be made searchable online. Work has been progressing to put council's cemetery information online through a website used extensively by cemetery managers across Australia, called Chronicle. The systems used for this are an extension of the Global Information System (GIS) used in asset management.

The system enables web access enquiry from anywhere to search family history and 'visit' the cemetery virtually.



CONSULTANT SERVICES

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

- Design for roads and drainage
- Project Management
- Fire burn planning
- Asset Management & financial integration – end of financial year statements for assets
- Environmental reports to inform project works

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- Maintenance grade on Rosedale Rd, Bicheno - completed
- Courland Bay Rd, Bicheno maintenance grade - completed
- Part of Ferndale Rd, Bicheno maintenance grade - completed
- Old Coach Rd, Cranbrook maintenance grade - underway
- Potholing Nugent Rd, Buckland - completed
- Potholing last 1klm of Bresnehans Rd, Little Swanport - completed
- Cold mixing of potholes across the municipality - Ongoing across municipality- approx. 3 ton of cold mix placed for May.
- Gravel shouldering of some sealed roads across municipality - starting Dolphin Sands week of 5th June
- Pothole repairs on Banwell Rad, Little Swanport - completed
- Bridge removal at Seaborne Ck, Banwell Rd, Little Swanport and install floodway - completed
- Replace missing bullnose on bridge at Rocky Hills Drive, Rocky Hills - completed
- 7 unsealed road inspections completed for May

STORMWATER, DRAINAGE

- Open drain and culvert/cross over maintenance - ongoing across municipality

WASTE MANAGEMENT

- Mulching at all transfer stations programmed for June. Mulched materials at Swansea, Bicheno and Coles Bay are reused. Orford presents a problem due to the larger volumes and limited community use of the mulch available. As a result, mulch will be issued at no charge to local garden/landscape contractors to assist in reducing the substantial stockpiles accruing.

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- 12 playground inspections completed for May
- Installation of new deck/landing on “Hang & Glide” at Duck Park, Swansea - completed
- Installation of rubber cushion pads under swings/slides at Swanwick and Coles Bay playgrounds - scheduled for June 2025
- Contract arborist tree trimming in high-risk locations (parks and public spaces) across municipality:
 1. Branch trimming Waubs Crt and Morrison St(outside church) Bicheno - completed
 2. Branch trimming Noyes St community garden and Jubilee Park, Swansea - completed
 3. Tree trimming scopes around Orford - planned for June
- Roadside weed spraying of sealed and unsealed roads - ongoing
- State Growth Priority weed contract - completed with the exception of the annual report for State Growth
- Mulching and trimming of Spring Beach garden beds - completed
- Gatehouse, Triabunna - garden maintenance- completed
- Swansea foreshore walking track maintenance around golf course (Waterloo Point)- completed
- Third party bushfire mitigation plan for Harold St Reserve and Rita Doris Reserve(Coles Bay) - plan received
- Quantified tree risk assessment process (QTRA) – 2 X QTRA completed for May.

BUILDINGS AND MARINE INFRASTRUCTURE

- Install custom stainless steel towel rails on showers at Millington Beach(Orford) and Spring Beach- completed
- Skatebowl Bicheno – retrofit additional sub soil drainage – complete
- Painting internally to various buildings commenced

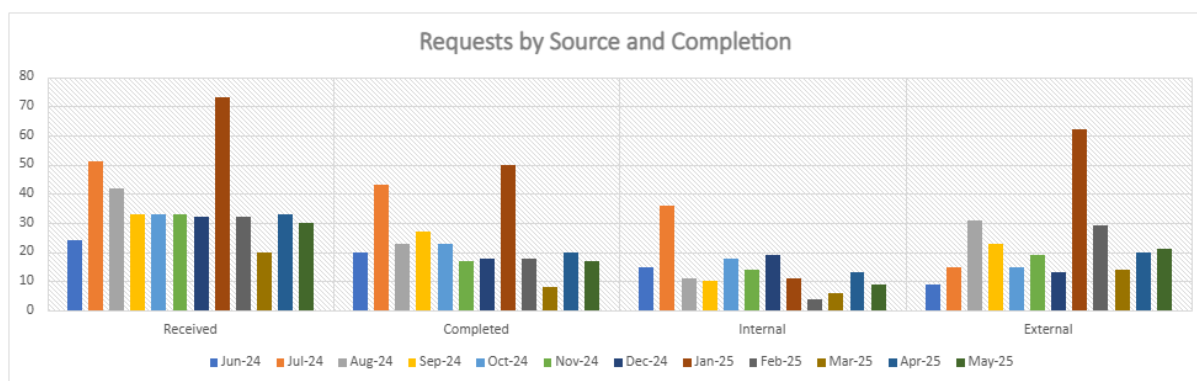
EMERGENCY MANAGEMENT

After hours rostering carried out as scheduled.

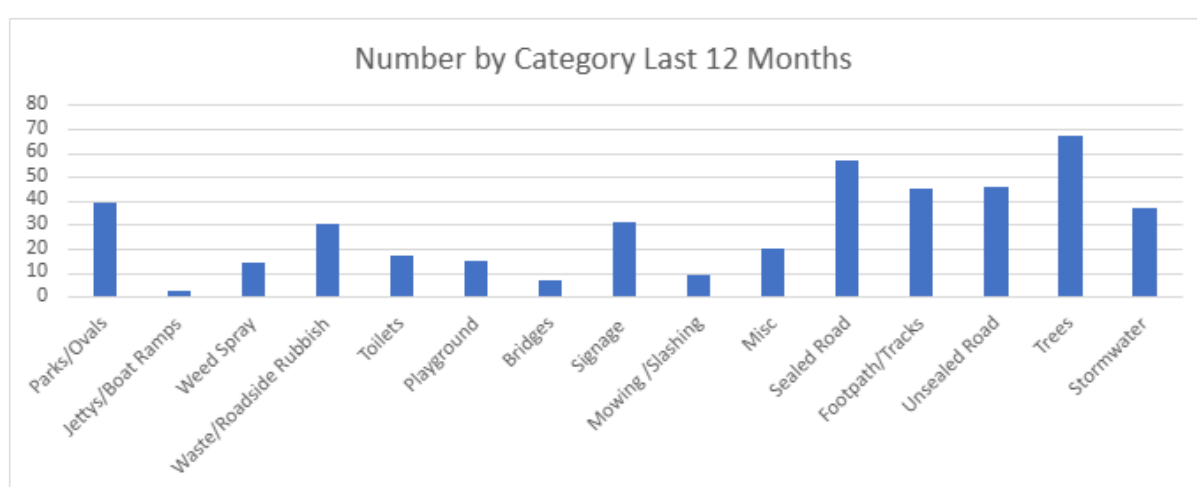
Training for the Deputy Recovery coordinator in communications and media for emergency events and desk top exercise for community engagement through emergencies.

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

- Swanwick Road footpath extension - completed
- Pit and Pipe replacement:
 1. Culvert upgrade near carpark in Riverside Drive, Orford - completed
 2. 5 X side entry pit upgrades in Morrison St/Banksia St Bicheno - planned for June
- Gross Pollutant Trap install, West Shelly boat ramp, Orford - quotes received
- Bicheno Skate Park carpark - 99% completed, only signage and line marking outstanding.
- Lion Park, Bicheno playground replacement - 2 quotes received.
- Holkham Crt, Orford flood mitigation project stage 3 - underway.
- TasWater infiltration project - Esplanade, Swansea - completed.
- 25/26 FY reseal and pavement renewal plan - in development
- 25/26 FY footpath replacement plan - in development
- 25/26 FY KC replacement plan – in development
- Design continues on the outfall for Nautilus Drive stormwater. Works are to be constructed in conjunction with the development of land and to the developer's time frame.

Grant funded

Generally the grant funded projects are experiencing delays as consultation with major stakeholders is slower to progress than anticipated:

- Bicheno Triangle – ground works commenced, plumbing, power supply etc.
- Triabunna Tomorrow – Vicary and Charles streetscape design continued – public consultation commencing.
- Marina amenities - design continuing

PLANT AND VEHICLES

- 16t Swansea tip truck replacement - PO issued - August 2025 delivery
- Grant funds anticipated to be received soon to enable chipper purchase

GENERAL

- Triabunna Tomorrow Marine project feasibility works have commenced through East Coast Tourism Tasmania. This process will bring all land owners and other interested parties together to identify and work through any challenges and conflicts to chart a way through with maximum unity.

RECOMMENDATION

That Council notes the information.

DECISION 131/25

Moved Cllr Jenny Walker, seconded Cllr Kenneth Gregson:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

7.3 Acting Director Planning and Development - James Bonner

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

ATTACHMENT/S

Nil

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:

A permanent employee has been appointed to the role of full-time Compliance Officer in Planning and Development Services. This role was previously filled on a temporary basis by contract staff from Searson Buck Group Pty Ltd. The Compliance Officer recently undertook a two-day training session on dog behaviour and safe handling, dog attacks and managing aggression in dogs, hosted by Glenorchy City Council.

New single tariff dog fees have been introduced for the year 2025/2026. This will take the confusion out of the previous two-tiered system which allowed for different payment options. Dog registration forms for the 2025/2026 period will be issued to dog owners shortly.

Council issued dog tags have been changed from “Wrap Tags” to “Nylon Discs” in accordance with *Section 10* of the *Dog Control Act 2000*. This change was implemented following recent complaints that the tags can be difficult to attach to a collar and dogs are able to chew the wrap tags, which results in lost tags. Discs will also be easier for Council’s Compliance Officers to read them with minimal disruption to dogs.

Council’s review of the DRAFT Dog Management Policy 2024-2029 is still awaiting approval from the Deputy Secretary of Tasmania Parks and Wildlife Service.

Building and Plumbing:

Advertising has commenced for recruitment of the recently vacated full-time position of Planning and Development Services Administration Officer/Permit Authority.

Council’s Permit Authorities continue to process all applications and issue approvals within the statutory timeframes. Where applications are non-compliant, the property owners are assisted through the process on a case-by-case basis and in accordance with the *Building Act 2016*.

Environmental Health:

With Council's 2024-2025 recreational water quality monitoring program for popular swimming beaches concluded in March, attention has focused on the operation and management of publicly accessible pools and spas. These facilities are required to conduct water sampling on a monthly basis (when open), to ensure compliance with monitoring and reporting requirements for pools and spas under the provisions of the Recreational Water Quality Guidelines 2007 (the Guidelines), as prescribed by the *Public Health Act 1997*. Should sampling return non-compliant results, the operators must liaise with Council, undertake corrective actions and resample to ensure compliance, and in doing so minimise the risks to public health from waterborne illnesses.

Inspections of registered food businesses continued over this period, with a range of enquiries regarding new food businesses also received and addressed. In accordance with the *Food Act 2003*, Council applies the *Food Business Risk Classification System* by identifying the business sector (retail, service, manufacture, or wholesale) and the types of food sold or handled by a business, and then assigns a risk category. Higher risk categories must register with council and lower risk must notify Council, with recommended frequencies provided for each risk category. Compliance with the statewide introduction of the requirement for higher risk rated businesses to establish a qualified Food Safety Supervisor is noted as a priority and plans are in place to ensure relevant businesses achieve this.

A range of complaints re environmental nuisance/harm continue to be received and addressed on a case-by-case basis.

Natural Resource Management:

A new Memorandum Of Understanding (MOU) has been agreed with the Landscape Recovery Foundation (LRF). Council looks forward to working with the LRF and community to further Natural Resource Management activities in the municipality.

Nipaluna Nursery, with the support of Council and Landscape Recovery Foundation, has successfully won a grant application to build a native nursery at the Village in Triabunna. Works have commenced with establishing the nursery and getting the first propagation of native plants ready for Spring.

Working with the Aboriginal community, Triabunna School and Windsong, the establishment of a native plant nursery will provide students and community members with an opportunity to propagate plants of local provenance from the threatened dry ecosystems of Tasmania's east coast, benefiting the many community groups who are undertaking weed control and revegetation works across the region. The project will provide intergenerational activities that contribute to an understanding of healthy country, and traditional land management practices, helping the community understand and adapt to a changing climate and building resilience in local environment.

Weeds Action Fund (WAF) Stage 3 – Round 1, specifically for Project 4: Invasive Perennial Grasses – Southern and Eastern Tasmania. A submission has been supported by Council and issued for funding to help manage weeds in the GSB Municipality. We recognise that invasive

perennial grasses pose a significant and expanding threat to both primary production and environmental values in our region.

The project will be delivered by Enviro-dynamics in partnership with the Derwent Catchment Project and the Landscape Recovery Foundation with which Enviro-dynamics has close affiliations through its profit for purpose model.

We understand that the project aims to:

- Build landholder capacity through regional workshops and educational materials;
- Encourage coordinated management efforts targeting priority invasive grasses such as *serrated tussock*, *African lovegrass*, *perennial veld grass*, and others;
- Develop property weed management plans (WMPs) and deliver on-ground control activities across multiple tenures.

Phytophthora sniffer dogs to do field testing on east coast

- Pippa, the *Phytophthora cinnamomi* scent detection dog, and her handler Morgan from Enviro-Dynamics have been continuing their training and field testing at various locations across Tasmania and in Queensland. As part of the *Saving Our Species* Grant, they will soon undertake further testing along Tasmania's east coast, helping to improve early detection of this damaging plant pathogen and support broader biosecurity and conservation efforts

Council's Compliance Officer and NRM Officer will undertake Authorised Weed Officer training in late June that is run by the Department of Natural Resources and Environment.

Planning:

The planning department continued to receive a steady number of applications during the April – May period. For the reporting period 45 development and subdivision applications were approved with a total value of \$9,200,383. While the number of applications and value appears to be significantly lower than the last report in March it is noted that the previous report was over 3 months while this one is over 2 months and the previous value of works included the upgrade to the Freycinet wastewater infrastructure which was valued at \$8M.

Council provided delegation to the General Manager to approve an application where no more than 2 representations are lodged against the application. A report on these approvals is provided in the attachments.

There is one outstanding appeal to a refusal for a two lot strata title application at 25 Hazards View Dr, Coles Bay.

Open Space, Walking and Cycling Strategy:

The Open Space, Walking and Cycling Strategy continues to progress well. Consultation was conducted over the last few months with a community survey open during the month of April and the first week of May. 257 people responded to the survey, and the results are currently being summarised and analysed to inform the strategy. Interviews have been completed with a number of key stakeholders as well as Councillors to also inform the strategy.

A background report is being prepared which will outline the current status of open space and walking and cycling infrastructure, identify key themes from consultation and key issues, gaps and opportunities.

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 132/25

Moved Cllr Robert Young, seconded Cllr Rob Churchill:

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

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 Budget Estimates 2025/26

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENTS

1. DRAFT Budget Estimates 2025-2026 [8.1.1 - 6 pages]

PURPOSE

To recommend that Council adopts the 2025/26 Budget under the *Local Government Act 1993*.

BACKGROUND/OVERVIEW

The 2024/25 budget has been produced following a year of market settling with mild but continued upward cost pressures on the economy, on the community and on Council's budget. This includes inflationary pressures on goods and services, particularly the building and construction sector cost, as well as employment cost pressures.

This 2025/26 budget is year five of Councils' Long Term Financial Management Plan, created following the State Government Performance Improvement Directive mandate in 2020. This directive required the establishment of standard governance activities and reporting as required in the *Local Government Act 1993* (Tas). The prudent governance processes have seen continued improvements to the measures of financial health and sustainability of Council operations. Sound financial management over the last four years is demonstrated through the improved preservation of community assets and provision of community services, that continues to achieve long term target measures and annual objectives particular to asset maintenance and long term business sustainability.

Consistent with the Long Term Financial Management Plan, the proposed 2025/26 Budget has been set to continue current levels of service and meeting new government regulation imposed on local government. This budget focuses on maintaining a balance between the continued provision of core services for the community, with the limited resources at our disposal.

The key components of the budget 2025/26 are outlined below.

Asset Renewal

This 2025/26 Budget again responds to the Asset Management Plan requirements, asset revaluations as required by the Tasmanian Audit Office and market forces for contracted works and other moving external costs.

Maintaining community assets continues to be the largest cost for Council. Councils' asset management practices identify asset renewal was not adequately funded for at least 10

previous years, however Council is now working to attend to this backlog in the each new budget. The community should start to see incremental works to improve the condition of the footpaths, roads, stormwater and bridges. The 2025/26 Budget has continued to fund renewal expenditure over 100%, a measure expected to prevent further deterioration of condition.

Through grant funding for upgrades, there is an accompanying allocation of funding assigned to begin addressing the asset renewal backlog. This is supplemented with the capacity to raise funding from as many sources as possible other than Rates, and includes co-contributions, with a goal to not leave this burden to future generations. Further, Council continues to pursue the inequitable allocation of untied Federal Assisted Grants funding that is provided to the Glamorgan Spring Bay community.

Capital Works

The 2025/26 Budget for Capital Works is \$5.6 million including \$1.4 million from external sources. This total includes \$4.8 million for renewal works and \$0.8 million for new works. A listing of the Capital Works program is outlined in the Budget. The 2025/26 Budget for Capital works includes carry over works that were not completed in 2024/25 year of \$1.75 million due to delays in access to subcontractors, land owner approvals and designers. These delays also hold up receipt of funding as grant monies are tied to completion of works.

Key Financial Measures of the 2025/26 Budget

Financial Measures	2025/26 Budget \$M
Operating Income	19.6
Operating Expenditure (excl depreciation)	14.9
Depreciation Expense	4.0
Underlying Operating Surplus	0.6
Total Comprehensive Result*	4.6
Capital expenditure	7.3

* including capital grants and other income.

Impacts of the proposed budget for 2025/26 include the underlying financial result (excluding capital grants) of a net surplus of \$0.64 million.

Council's cash and cash equivalent balance continues to recover from unacceptable low amounts in previous years. The delays in infrastructure projects in 2024/25 has seen a carry forward value of \$1.75 million earmarked for Capital works into 2025/26, coupled with contract liability amounts from capital grants received in advance, will see an increase to the cash balance that will correct over the coming 2 years. Council will continue to follow the Tasmanian Audit Office guidance for appropriate holding of unrestricted cash.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Section 82 of the Local Government Act 1993 requires the General Manager to prepare estimates of Council's revenue and expenditure for each financial year.

Section 82

(2) Estimates are to contain details of the following:

- (a) the estimated revenue of the council;*
- (b) the estimated expenditure of the council;*
- (c) the estimated borrowings by the council;*
- (d) the estimated capital works of the council;*
- (e) any other detail required by the Minister.*

(3) Estimates for a financial year must –

- (a) be adopted by the council, with or without alteration, by absolute majority; and*
- (b) be adopted before 31 August in that financial year; and*
- (c) not be adopted more than one month before the start of that financial year.*

BUDGET IMPLICATIONS

The 2025/26 Budget is outlined in the following statements:

- 2025/26 Budget Profit and loss, Balance Sheet and Cash Flow
- 2025/26 Budget Capital Works
- 2025/26 Budget Loan Borrowings

The Budget is developed with reference to:

- Community Consultation
- The International Infrastructure Financial Management Manual 2020
- Institute Of Public Works Engineering Australia, Practice Note 6, 2012, Long-Term Financial Planning
- Australian Accounting Standards Board (AASB) Standards
- Glamorgan Spring Bay Financial Reserves Policy 2020
- Glamorgan Spring Bay Long Term Financial Management Plan 2021

RISK CONSIDERATION/S

In terms of budget resourcing need, the risk table below expresses the unmitigated risk rating for the key risk categories identified by Council. Adequate resourcing through budget provisions is one tool used for mitigating these risks to an acceptable residual level.

All risks are either high or extreme if not adequately funded to enable appropriate risk mitigation to occur.

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		Local Government operates in highly contractual and legally exposed environments
Environmental and Public Health		Core function of council as a legislated activity enforcing compliance for public health – risk to life
Financial		Means for resourcing all other risks – compliance with accounting standards – controls for managing public funds
Industrial Relations		Increasingly complex through employment law
Information Technology		Increasing risk of cybercrime and public information security
Natural Hazards		Exposure to natural disasters
Work Health and Safety		Dynamic environment engaging contract and staff in high-risk activities – risk to life
Political and Governance		Mechanisms required to manage external impacts and internal deviances from good governance
Professional Indemnity		Public works implications for failure
Property and Infrastructure		Highest financial risk exposure – risk to life
Public Liability		Operating to manage public infrastructure – risk to life
Reputation		At risk through failure of any of the above
Other		Dynamic risks not otherwise identified

The proposed budget provides adequate funding to implement measures which lower the residual risks to within council's identified risk appetite.

OFFICER'S COMMENTS

The financial pressures within the market have eased over the past year enabling a budget to be presented within the long term plan projections and financial strategy goals. Council is facing ongoing cost pressures from the rising cost of labour, goods and services during the past 12 months.

The priorities within this budget were developed after extensive consultation with elected members and the community and they are designed to deliver as effective and efficient services as possible within the budget constraints imposed.

This budget includes modest human resource position increases to reduce reliance on consultant and contract assistance for ongoing critical expertise. Our regional location continues to make it exceptionally difficult to attract and retain skilled staff and this is taken into account in the preparation of the Budget.

Recent changes to existing and new legislation such as The Local Government Act and Regulations, the development of issues evolving from the Psychosocial Work Health and Safety category, increasing human resource management complexity, decisions of the Fair Work Commission, the need to upgrade IT tools and systems and Climate Change Adaptation, creates demands for new expertise. These place additional demands on existing staff to deliver the expanding obligations that accompany every service Council provides and integral to the management of a large workforce.

It is noted that there was specific community consultation throughout the year seeking feedback from the community at the pop-up community consultation sessions held in each the major towns, and a Community Survey. This assisted to inform Council of expenditure priorities and has been factored into the development of the Budget.

Council continues to align with contemporary practice benchmarks and at the same time is achieving satisfactory reports from audits by external parties.

OFFICER'S RECOMMENDATION

That Council approves the 2025/26 Budget estimates consisting of Profit and Loss Statement, Statement of Financial Position, Cash Flow Statement and Capital Works Program as shown in this agenda item.

DECISION 133/25

Moved Cllr Robert Young, seconded Cllr Rob Churchill:

That Council approves the 2025/26 Budget estimates consisting of Profit and Loss Statement, Statement of Financial Position, Cash Flow Statement and Capital Works Program as shown in this agenda item.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

8.2 Rates Resolution 2025/26

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Rates Resolution 2025 2026 DRAFT (1) [8.2.1 - 3 pages]

PURPOSE

To recommend that Council adopts the 2025/2026 Rates and Charges Resolution under the *Local Government Act 1993* and the *Fire Service Act 1979*.

RATES RESOLUTION 2025-2026

1 GENERAL RATE

1.1 GENERAL RATE

Pursuant to Section 90 and 91 of the *Local Government Act 1993* (here referred to as the “**Act**”), Council makes the following general rate for **all rateable land** (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area of Glamorgan Spring Bay for the period commencing 1 July 2025 and ending 30 June 2026; which consists of:

- (a) a General Rate of 4.978896 cents in the dollar of the assessed annual value (here referred to as “**AAV**”); and
- (b) a fixed charge of \$436

1.2 Pursuant to Section 107(1)(a) and (b) of the Act, by reason of use or predominant use of the land or non use of the land, namely:

- (a) For land within the municipality which is used or predominantly **used for residential purposes**.
- (b) For land within the municipality which is used or predominantly **used for sport and recreation purposes**.

Council declares by absolute majority that component (a) of the general rate in clause 1.1 is varied by decreasing it by 0.829816 cents in the dollar to 4.149080 cents in the dollar of the AAV of the land.

1.3 Pursuant to Section 107(1)(a) and (b) of the Act, by reason of use or predominant use of the land or non use of the land, namely:

- (a) For land within the municipality which is used or predominantly **used for commercial purposes**.
- (b) For land within the municipality which is used or predominantly **used for industrial purposes**.

- (c) For land within the municipality which is used or predominantly **used for public purposes**.
- (d) For land within the municipality which is **zoned for commercial purposes** but which is not used for commercial purposes (i.e. vacant commercial).

Council declares by absolute majority that component (a) of the general rate in clause 1.1 is varied by increasing it by 4.058704 cents in the dollar to 9.03760 cents in the dollar of the AAV of the land.

2 **SERVICE RATES AND CHARGES**

2.1 **WASTE MANAGEMENT SERVICE CHARGE**

Pursuant to Section 94 of the Act, the Council makes the following service charges for waste management for rateable land within the municipal area of Glamorgan Spring Bay for the period commencing 1 July 2025 and ending 30 June 2026, namely:

- (a) A general waste management charge of \$182.00 for all rateable land; and
- (b) A charge of \$190.00 for all land that receives a residential waste collection service provided by Council; and
- (c) A charge of \$424.00 for all land that receives a commercial waste collection service provided by Council.

2.2 **STATE FIRE COMMISSION RATE**

- (a) Pursuant to sections 93 and Section 93A of the Act, Council makes the following fire protection service rates in respect of the fire service contributions it must collect under the Fire Service Act 1979 for the period commencing 1 July 2025 and ending on 30 June 2026, as follows:

Rural Rate 0.2320080 cents in the dollar of AAV

Urban Rate 0.2466500 cents in the dollar of AAV

- (b) Pursuant to Section 93(3) of the Act, Council sets a minimum fire service contribution payable in respect of this service rate of \$50.00.

2.3 **SWANWICK WASTEWATER SYSTEM CHARGE**

Pursuant to Section 100 of the Local Government Act 1993, by absolute majority, makes the

following charge for the Swanwick Wastewater System for properties with a connection point to the system in Swanwick for the period commencing 1st July 2025 and ending 30th June 2026, namely:

- (a) A charge of \$584.60 for all properties with a connection point to the Swanwick wastewater treatment system managed by Council.

3 **SEPARATE LAND**

For the purposes of these resolutions the rates and charges shall apply to each parcel of land, including land referred to as Tenancies, which is shown as being separately valued in the valuation list prepared under the Valuation of Land Act 2001.

4 **ADJUSTED VALUES**

For the purposes of each of these resolutions any reference to assessed annual value or AAV includes a reference to that value as adjusted pursuant to Section 89 and 89A of the Act.

5 **PAYMENT OF RATES AND CHARGES**

Pursuant to Section 124 of the Act, for the period commencing 1 July 2025 and ending 30 June 2026, Council:

- (a) Decides that all rates and charges payable to Council shall be payable by four (4) instalments which must be of approximately equal amounts.
- (b) Determines that the dates by which instalments are to be paid shall be as follows:
 - (i) The first instalment must be made on or before the 31st of August 2025;
 - (ii) The second instalment must be made on or before the 30th of November 2025;
 - (iii) The third instalment must be made on or before the 28th of February 2026; and
 - (iv) The fourth instalment must be made on or before the 30th of April 2026.
- (c) If a ratepayer fails to pay any instalment within 21 days from the date on which it is due, the ratepayer must pay the full amount owing.

6 **PENALTY AND INTEREST**

Pursuant to Section 128 of the Act, if any rate or instalment is not paid on or before the date it falls due, there is payable a daily interest charge of 0.028227% (10.303% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.

7 **WORDS AND EXPRESSIONS**

Words and expression used in this resolution and in the Local Government Act 1993 or the Fire Services Act 1979 have in these resolutions the same respective meanings as they have in those Acts.

- (a) "the act" means the Local Government Act 1993 (TAS).
- (b) "land" means land as defined in Section 86 of the Act.
- (c) "rateable land" is the land referred to in Section 87(1) of the Act.
- (d) "Tenancies" means any land in relation to which the Valuer-General has separately determined assessed annual values having regard to occupation or construction of the land or improvement or structural alterations made in it.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Realistic budgets with income and expenditure monitored closely.

STATUTORY IMPLICATIONS

Part 9 of the Local Government Act 1993 outlines the requirements in relation to rates. This proposal is in line with these requirements.

BUDGET IMPLICATIONS

The Rates Resolution presented has been modelled to provide a sufficient level of funding for the 2025/26 financial year budget.

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		The proposed rates resolution meets the legislative requirements of the Local Government Act 1993.
Environmental and Public Health	* N/A	
Financial		When combined with other revenue streams, the proposed rates resolution provides the required combined income to meet Council's operating and capital budget obligations and aspirations for 2025-26 financial year.
Industrial Relations	N/A	
Information Technology	N/A	
Natural Hazards	N/A	
Work Health and Safety	N/A	
Political and Governance	N/A	
Professional Indemnity	N/A	
Property and Infrastructure	N/A	
Public Liability	N/A	
Reputation		The rates resolution provides a predictable increase consistent with the 2024-25 year land use group distribution and long-term financial plan.
Other	N/A	

*N/A = Not applicable.

OFFICER'S COMMENTS

For the setting of Rates, Council is required to comply with the principles set out in S.86A(1) of the Local Government Act:

- a) *Rates constitute taxation for the purposes of local government, rather than a fee for service;*
- b) *The value of ratable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.*

Income in the 2025/26 budget includes:

- Total income \$19.6 million, an increase of \$1.1 million from 2024/25 budget.
- Total rates income \$14.5 million, increase of \$0.7 million.
 - General rate income \$11.7 million, increase of \$0.5 million, 4.5%.
 - Waste income \$2.3 million, increase of \$84,000, 3.8%.
 - Sewer income \$51,000.
 - Fire levy \$0.49 million, 10% increase.

The increase in waste management costs has been applied to all ratable properties and will increase by \$6 to \$182. Waste collection charges for bins will increase by \$5 to \$190 for residential properties and by \$13 to \$424 for commercial properties.

There is no increase in the sewer charge to Swanwick properties serviced by Council.

The fire levy is determined and collected on behalf of the State Government. The minimum increase is \$1 per property and will apply to most properties, however the rate in the dollar that will impact higher valued properties has increased by 11% for urban properties and 12% for rural properties and is a delayed response to last year's property valuation increases.

The average increase in general rates and waste charges for non-vacant residential, primary production and commercial properties will be 3.0%. In the current environment of a housing shortage, a higher increase has been applied to vacant residential land with an average increase of 7.5%, in the interest of encouraging those with vacant land to develop or build on their land and to discourage land banking.

The overall increase is in line with the long-term financial management plan and delivery of a sound and responsible budget that addresses the continued cost pressures faced by Council and continued delivery of current service levels to meet community needs and expectations.

OFFICER'S RECOMMENDATION

That in accordance with the provisions of the Local Government Act 1993, Council adopts the 2025/2026 Rates Resolution as shown in this agenda item for rateable land within Council's municipal area for the period 1 July 2025 to 30 June 2026.

DECISION 134/25

Moved Clr Rob Churchill, seconded Clr Kenneth Gregson:

That in accordance with the provisions of the Local Government Act 1993, Council adopts the 2025/2026 Rates Resolution as shown in this agenda item for rateable land within Council's municipal area for the period 1 July 2025 to 30 June 2026.

Clr Edwards raised a point of order, stating that he had been misrepresented by Clr Churchill, who claimed he was incorrect.

Mayor Arnol did not accept the point of order.

THE MOTION WAS PUT AND CARRIED 6/1

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

Against: Clr Neil Edwards

Abstention: Nil

In accord with Regulation 20 of the Local Government (Meeting Procedures) 2025, Clr Young moved a motion without notice. Stating that the motion related directly to the item on the agenda for the rates resolution.

Mayor Arnol accepted the motion under Regulation 18(6) of the Local Government (Meeting Procedures) 2025.

DECISION 135/25

Moved Clr Robert Young, seconded Clr Neil Edwards:

That Council direct the General Manager to liaise with farmers, who as of today's date, are using the major portion of their farms for grazing purposes, to determine terms upon which the 2025-26 rate demand can be paid if required, with a report to be provided to council on the financial impact of any proposed arrangements outside of policy.

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 Walker and Clr Robert Young

Against: Nil

Abstention: Nil

Consultant Accountant, Marissa Walters left the meeting at 3.02pm.

8.3 2025/26 Fees and Charges - Error Correction

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. DRAFT Fees Charges Template 2025 26 [8.3.1 - 9 pages]

PURPOSE

To recommend that Council adopts the revised Fees and Charges Register for the 2025/2026 financial year, with corrections to four previously transposed fees.

BACKGROUND/OVERVIEW

At its 27th May 2025 Ordinary Council Meeting, Council considered and adopted the Fees and Charges Register for the 2025/2026 financial year. Since adoption, an administrative error has been identified involving the transposition of fees for four unrelated services:

1. **Search and copy of permit and plans** (per application) – was incorrectly listed as \$140, when the correct fee is \$61.
2. **Road Closure Fee** – was incorrectly listed as \$61, when the correct fee is \$140 + cost of advertisement.
3. **Kennel Licence Fee (new)** – was incorrectly listed as \$54, when the correct fee is \$145.
4. **Dog Nuisance Complaint Fee** – was incorrectly listed as \$145, when the correct fee is \$54.

This report is presented to formally correct the record and ensure the adopted Fees and Charges Register accurately reflects the intended and approved charges.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Fees and Charges – S.205 and S.206 of the Local Government Act 1993

BUDGET IMPLICATIONS

There are no material budget implications. It is noted that the fee adjustments align with Council's budget and long-term financial plan.

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal	*	
	N/A	
Environmental and Public Health	N/A	
Financial	N/A	
Industrial Relations	N/A	
Information Technology	N/A	
Natural Hazards	N/A	
Work Health and Safety	N/A	
Political and Governance		Conforms with legislative requirements – no risk exposure.
Professional Indemnity	N/A	
Property and Infrastructure	N/A	
Public Liability	N/A	
Reputation		Amendment provided before fees come into effect – minor amendment corrected before applied. Very limited reputational damage.
Other	N/A	

*N/A = Not Applicable

OFFICER'S COMMENTS

The error in the previously presented version was minor and has been corrected promptly. The correction does not represent a new or changed fee but rather aligns the final version with what was intended. Officers confirm that no services were affected as a result; no fees were collected at the incorrect rates and the corrected version ensures accuracy going forward.

OFFICER'S RECOMMENDATION

That Council:

1. Endorses the amended fees for:
 - Search and copy of permit and plans (corrected to \$61)
 - Road Closure Fee (corrected to \$140 + cost of advertisement)
 - Kennel Licence Fee (corrected to \$145)

- and;
 - Dog Nuisance Complaint Fee (corrected to \$54)
2. Approves the updated Fees and Charges Register (Attachment 1) to replace the previously adopted version for the 2025/2026 financial year.

DECISION 136/25

Moved Deputy Mayor Michael Symons, seconded Cllr Neil Edwards:

That Council:

1. Endorses the amended fees for:
 - Search and copy of permit and plans (corrected to \$61)
 - Road Closure Fee (corrected to \$140 + cost of advertisement)
 - Kennel Licence Fee (corrected to \$145)and;
 - Dog Nuisance Complaint Fee (corrected to \$54)
2. Approves the updated Fees and Charges Register (Attachment 1) to replace the previously adopted version for the 2025/2026 financial year.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

8.4 Review of Delegation Register

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Delegations Register Glamorgan Spring Bay Council June 2025 Review Copy [8.4.1 - 97 pages]

PURPOSE

The purpose of this report is to submit the revised Glamorgan Spring Bay Council Delegation Register to Council for review, consideration, and adoption.

BACKGROUND/OVERVIEW

Section 22 of the *Local Government Act 1993* provides for a Council to delegate its powers and functions under any Act to the General Manager, apart from some express exceptions that are outlined in the section. It also provides that the Council may authorise the General Manager to further sub-delegate those powers and functions to other officers as necessary.

The review of Councils Delegation Register (to the General Manager) and the Instrument of Delegation from the General Manager is an ongoing process, necessitating amendments in response to legislative changes and operational requirements. Council last reviewed its Delegations Register in April 2025.

Through LGAT, Tasmanian councils are provided the relevant updates from Simmons/Wolfhagen for implementation. The changes to the Delegations Register, as provided by Simmons/Wolfhagen, are indicated below:

- **The Building Act 2016**

Section 24(2) has been removed as it no longer empowers the general manager to appoint a permit authority.

Section 41 has been repealed and has been removed. This section required as reasonably practicable Councils to enforce and comply with the requirements of the Building Act 2016. Section 41(2) of the Building Act 2016 formerly provide the power of the general manager to enter land. That power now sits with the permit authority under section 26(1) of the Building Act 2016.

Section 70 – Works on contaminated and undrainable premises has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 73 – Works involving, or in proximity of, existing drains has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 241 - Dilapidated building report has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 242 – Dilapidated building notice has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 245(1) – Emergency order has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 245(6) – Emergency order has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 245(7) – Emergency order has been removed. This section has been repealed.

Section 251(1) – Court orders has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 267(1)(2) – Demolition order has been removed. This section has now been amended and empowers the Permit Authority in lieu of the Council.

Section 267(3) – Demolition order has been removed. This section has now been amended and empowers the Permit Authority in lieu of the Council.

Section 272 – Police assistance has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 275(1) and (2) – Compliance with Act in certain circumstances has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 308(2) – Habitation of certain buildings has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 309 – Restriction on use of land has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Section 324(4) – Infringement notices has been removed. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

The Register has been amended by including Notes on Delegation – Note 8, which includes section 303B (Transitional and Savings Provision) which provides the General Manager is to have the same meaning as in the Local Government Act 1993.

Building Regulations 2016

Regulation 61 – Significant works in landslip areas has been removed from the Register. This section has now been amended and empowers the Permit Authority in lieu of the General Manager.

Regulation 83 – Building Certificates has been removed from the Register. This section has now been amended and obligates the Permit Authority in lieu of the General Manager.

Land Use Planning and Approvals Act 1993

Section 53, the power to grant extensions of time under section 53(5A), (5B), (5C) and the new (5D), where a permit has not been substantially commenced.

Land Use Planning and Approvals Regulations 2024

General amendments to the Register to reflect the repeal of the former regulations and the introduction of the new 2024 regulations.

Occupational Licencing Act 2005

Introduction to the register to incorporate appointment of licenced person on behalf of the permit authority as the licenced entity.

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, in particular S.22 and S.64
- Various Acts as outlined within the Delegation Register

BUDGET IMPLICATIONS

There are no budgetary implications associated with this recommendation.

RISK CONSIDERATION/S

Notes provided by exception.

AREA OF RISK	Risk	COMMENTS FROM GENERAL MANAGER
Contractual and Legal		Delegations need to be precise to manage the risks of acting on a range of contractual, financial, property and compliance matters.
Environmental and Public Health		

Financial		Delegations provide appropriate authority for responsibilities of officers in purchasing and approval of invoices.
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		Delegations provided to appropriate staff to levels of authority suitable to roles and responsibilities for appropriate governance.
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		
Other		

OFFICER'S COMMENTS

The proposed changes in the Delegations Register are required to ensure the register is current and up to date in accordance with the latest legislation and is recommended for adoption.

OFFICER'S RECOMMENDATION

That Council endorses the revised Delegations Register as attached to this report item.

DECISION 137/25

Moved Cllr Robert Young, seconded Cllr Rob Churchill:

That Council endorses the revised Delegations Register as attached to this report item.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

Abstention: Nil

8.5 Community Small Grant Bicheno Men's Shed

Author: Community Development Coordinator (Bernadette Pogorzelski)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Bicheno Community Men's Shed Application [8.5.1 - 4 pages]

PURPOSE

Recommendation for Council to approve a Small Grant application for \$1,000 for to **Bicheno Community Men's Shed** for financial assistance with Insurance Policy for 2025/26 year.

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.

Bicheno Community Men's Shed – Incorporated Number 1A11407/Registration Number 55311994554

This application from Bicheno Community Men's Shed, is for a contribution towards financial assistance with Insurance Policy for 2025/26.

The Bicheno Community Men's Shed is a small, volunteer-driven organisation with limited financial resources. Despite its modest income, the organisation contributes significantly to the local community through a wide range of voluntary activities.

Looking ahead, the Men's Shed anticipates an increase in its insurance premium in the coming year, which will place additional pressure on its already constrained budget.

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

Item	Cost
Contribution towards Part Payment of Insurance Policy for 2025/26	\$1000
Total	\$1000

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Developing our facilities to be accessible and inclusive for all.

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 4 June 2025 there is 928.17 of the budget available to support this application, leaving a shortfall of \$71.83 for the requested amount.

Bicheno Community Development Association	\$1,000
Spring Bay Suicide Prevention Network	\$1,000.00
Spring Bay Community Food Hub	\$1,430.92
Swansea Community Christmas	\$1,000.00
Swansea Courthouse Arts Inc	\$710.00
Bicheno Men's Shed	\$890.91
Triabunna Tivoli Thetre	\$1,000.00
East Coast Anglican	\$1,000.00
Spring Bay RSL Sub-Branch	\$1,000.00
National Representative	\$500.00
Freycinet Volunteer Marine Rescue Association Inc	\$1,000.00
Friends of Buckland Church	\$700.00
Swansea Chamber of Commerce (Swansea Local Events Sub Committee) Auspiced by Swansea Community Men's Shed	\$1,000.00
Swansea Makers Market (auspiced by Glamorgan Historical Society Inc)	\$1000.00
ERDO (The Village)	\$840.00
YTD Total	\$14,071.83

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		Minimal
Environmental and Public Health		Minimal
Financial		Minimal
Industrial Relations		Minimal
Information Technology		Minimal
Natural Hazards		Minimal
Work Health and Safety		Minimal
Political and Governance		Minimal
Professional Indemnity		Minimal
Property and Infrastructure		Minimal
Public Liability		Minimal
Reputation		Moderate
Other		

OFFICER'S COMMENTS

This application satisfies the necessary criteria of the relevant policy.

Integrity Assessment:

The **Bicheno Community Men's Shed** are a registered incorporated association **Registration Number: # 55311994554**

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 application for Community Small Grant funding of \$1,000 to Bicheno Community Men's Shed for \$1000 for partial payment of Insurance Policy for 2025/26

Moved Deputy Mayor Michael Symons, **seconded** Clr Neil Edwards:

That Council approve the application for Community Small Grant funding of \$1,000 to Bicheno Community Men's Shed for \$1000 for partial payment of Insurance Policy for 2025/26.

DECISION 138/25

A **PROCEDURAL** motion was put:

Moved Clr Robert Young, seconded Clr Kenneth Gregson:

That the matter be deferred to the July 2025 Ordinary Council Meeting.

THE MOTION WAS PUT AND CARRIED 6/1

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

Against: Clr Neil Edwards

Abstention: Nil

8.6 Lift The Tone - Campaign

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Lift the Tone Key Messages [8.6.1 - 1 page]
2. Lift the Tone FAQ [8.6.2 - 2 pages]

PURPOSE

The purpose of this report is to raise awareness of issues impacting elected members across Tasmania and to provide opportunity for supporting and promoting a program designed to improve civility in public life.

BACKGROUND/OVERVIEW

Last year council introduced a dealing with unreasonable customers policy in response to the increasing abuse directed towards elected representatives and council staff. While recognising, and being thankful for, the great majority of people respectfully and appropriately engaging with council, poor behaviour, particularly on social media, has continued unabated across Tasmania.

In the same way that school workers, supermarket staff and other community facing professions are experiencing a reduction in courtesy and graciousness, our council and many others are experiencing increasing levels of toxicity in public and political discourse. While ensuring that everyone has a voice, including engaging in debate, is a vital part of democracy, when comments and actions shift from honest and respectful to abusive, they become harmful.

This intimidation of councillors, in person or otherwise, undermines democracy; preventing elected members from representing the communities they serve and deterring individuals from standing for election.

In late 2024 the Local Government Association of Tasmania (LGAT) conducted a survey of elected representatives to seek a better understanding of their experiences of bullying, harassment and intimidation.

The survey found that 78% of respondents had experienced abuse or intimidation from members of the community during the last two years. It was identified that the most common place for this to occur was social media (47%), followed by verbally in public (37%).

LGAT has now developed the “Lift the Tone” campaign, which aims to raise public awareness of this issue and reduce harassment and abuse directed towards elected representatives and council staff by encouraging constructive and solution-oriented public debate.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

BUDGET IMPLICATIONS

There are no budget implications associated with adopting the recommended motion.

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		Positive Consequences – lead indicator
Environmental and Public Health		
Financial		Positive Consequences – lead indicator
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		Positive Consequences – lead indicator
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Positive Consequences – lead indicator
Other		

OFFICER'S COMMENTS

Senior officers are aware, through their own experience and the experiences of their staff, of the intolerance of some members of society. Council's statutory functions require the

organisation to include in its activities, penalties for non-compliance, levying of tax and imposition of fees and charges. None of these tasks are welcome to people and some in society react aggressively to officers charged with these functions.

Elected members across Tasmania from time to time are subject to physical and verbal abuse. Threats and intimidation occur towards councillors. While not frequent, these anti-social and destructive interactions curtail and reduce the willingness of councillors to engage in community consultation where the views of the many may be heard.

From time to time, members of the public may take issue with staff interaction or councillor performance. We recognise that lifting the tone cuts both ways. Council has a charter for customer engagement which is applied to staff where issues are identified.

This campaign is designed to raise awareness of the need for civility in public life and civility in engagement with public figures and officers to counter what is considered an increase in council-bashing behaviour within the community.

To support this campaign, council is requested to support the following motion:

OFFICER'S RECOMMENDATION

That Council resolves to challenge the normalisation of abuse against elected members and officers and uphold exemplary standards of public and political debate in all it does.

Council further resolves to pledge support for the Local Government Association of Tasmania's Lift the Tone campaign. In supporting the pledge Council commits to:

- Promoting civility in public debate.
- Refraining from abusive language and behaviour online or in person.
- Encouraging others to engage respectfully.

DECISION 139/25

Moved Clr Robert Young, seconded Clr Kenneth Gregson:

That Council resolves to challenge the normalisation of abuse against elected members and officers and uphold exemplary standards of public and political debate in all it does.

Council further resolves to pledge support for the Local Government Association of Tasmania's Lift the Tone campaign. In supporting the pledge Council commits to:

- Promoting civility in public debate.
- Refraining from abusive language and behaviour online or in person.
- Encouraging others to engage respectfully.

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 Walker and Clr Robert Young

Against: Nil

Abstention: Nil

9 COUNCILLOR MOTIONS WITH NOTICE

Nil.

10 PETITIONS

Nil.

11 COUNCILLORS

11.1 Councillor Question Time

Nil.

11.2 Comments/statements

Clr Walker acknowledged the recent Spring Bay Suicide Prevention Network Solstice swim held over the weekend. Clr Walker also expressed condolences on the passing of staff member Jason Watson, with fellow Councillors around the room echoing these sentiments.

Clr Gregson noted that Bicheno Beams is set to commence this weekend. He also paid tribute to Tasmania Police Officer, Constable Keith Smith, following his recent passing.

Clr Churchill reported on the recent Bendigo Bank event in Swansea, highlighting the valuable support the Bendigo Bank continues to provide to the local community.

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 1.1 Requests for Leave of Absence

As per the provisions of Regulation 17 (2) (i) of the *Local Government (Meeting Procedures) Regulations 2015*.

Item 1.2 Notification of Leave of Absence for parental leave

As per the provisions of Regulation 17 (2) (j) of the *Local Government (Meeting Procedures) Regulations 2015*.

Item 2.1: Minutes of Closed Session – Ordinary Council Meeting held on 27 May 2025

As per the provisions of regulation 34 of the *Local Government (Meeting Procedures) Regulations 2015*.

Item 3.1: Personnel Matter - Acting General Manager

As per the provisions of Regulation 15 (2) (g) of the *Local Government (Meeting Procedures) Regulations 2015*.

Item 3.2 Appointment of Chief Executive Officer

As per the provisions of Regulation 15 (2) (a) of the *Local Government (Meeting Procedures) Regulations 2015*.

RECOMMENDATION

That Council moves into Closed Session at [time].

DECISION 140/25

Moved Deputy Mayor Michael Symons, seconded Cllr Robert Young,

That Council moves into Closed Session at 3.29pm

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

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

Against: Nil

The Mayor confirmed that the recording had been terminated.

Acting Director Planning and Development, James Bonner and Acting Director Corporate and Communications, Danielle Tuck, left the meeting at 3.29pm before the commencement of closed session.

13 CLOSE

The Mayor declared the meeting closed at 4.17pm

CONFIRMED as a true and correct record.

Date:

Mayor Cheryl Arnol