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## **ORDINARY COUNCIL MEETING – UNCONFIRMED MINUTES**

TUESDAY 25 JANUARY 2022

2:00PM

VIA REMOTE VIDEO CONFERENCE

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## NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of the Glamorgan Spring Bay Council will be held via remote video conference on Tuesday, 25 January 2022, commencing at 2:00pm

## 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 20 January 2022



Greg Ingham  
**GENERAL MANAGER**

### IMPORTANT INFORMATION

- In response to COVID-19 restrictions, members of the public will not be able to attend the meeting. Where possible a live stream of the meeting will be made available.
- As determined by Glamorgan Spring Bay Council in April 2017 all Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live.
- A recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

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

## TABLE OF CONTENTS

<b>1. OPENING OF MEETING .....</b>	<b>4</b>
1.1 Acknowledgement of Country .....	4
1.2 Present and Apologies .....	4
1.3 In Attendance .....	5
1.4 Late Reports.....	5
1.5 Declaration of Interest or Conflict .....	5
<b>2. CONFIRMATION OF MINUTES .....</b>	<b>6</b>
2.1 Ordinary Meeting of Council - 14 December 2021.....	6
2.3 Date and Purpose of Workshop/s Held .....	7
<b>3. PUBLIC QUESTION TIME .....</b>	<b>8</b>
3.1 Questions on Notice .....	8
3.2 Question without Notice.....	10
3.3 Response to previous Questions without Notice taken on Notice - Annual General Meeting - 14 December 2021.....	10
<b>4. PLANNING AUTHORITY SECTION.....</b>	<b>11</b>
<b>5. FINANCIAL REPORTS .....</b>	<b>12</b>
5.1 Financial Reports for the period ending 31 December 2021 .....	12
<b>6. SECTION 24 COMMITTEES .....</b>	<b>14</b>
6.1 Minutes of Natural Resource Management Committee Meeting - 8 September 2021.....	14
6.2 Unofficial Minutes of Natural Resource Management Committee Meeting - 24 November 2021 .....	24
<b>7. INFORMATION REPORTS .....</b>	<b>33</b>
7.1 Director Works and Infrastructure - Mr Peter Porch .....	33
<b>8. OFFICERS' REPORT REQUIRING A DECISION .....</b>	<b>38</b>
8.1 Covid Safety Plan.....	38
8.2 Council Advertising Policy .....	41
8.3 Council Workshop Policy .....	43
8.4 2022 National General Assembly .....	45
8.5 Swansea Courthouse Management Committee 2021 Annual Report .....	47
8.6 Stormwater System Management Plan .....	50
8.7 Tender Delegation to General Manager .....	53
8.8 Audit Panel Change in Chairperson .....	56
8.9 Minutes of Glamorgan Spring Bay Audit Panel.....	58
<b>9. NOTICES OF MOTION .....</b>	<b>60</b>
<b>10. PETITIONS .....</b>	<b>61</b>
<b>11. QUESTIONS FROM COUNCILLORS .....</b>	<b>62</b>
11.1 Questions on notice by Councillors .....	62
11.2 Questions without notice by Councillors.....	62
<b>12. CONFIDENTIAL ITEMS (CLOSED SESSION) .....</b>	<b>63</b>
<b>13. CLOSE.....</b>	<b>64</b>

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## **1. OPENING OF MEETING**

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The Mayor welcomed Councillors and staff and declared the meeting open at 2:02pm

### **1.1 Acknowledgement of Country**

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*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, present and emerging.*

### **1.2 Present and Apologies**

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#### **Present (via remote video):**

Mayor Robert Young  
Deputy Mayor Jenny Woods  
Clr Cheryl Arnol  
Clr Keith Breheny  
Clr Annie Browning  
Clr Rob Churchill  
Clr Grant Robinson  
Clr Michael Symons

#### **Apologies:**

Nil.

#### **Mayor Robert Young**

*At the beginning of the Ordinary Council Meeting held on Tuesday 25 January 2022 under item 1.2 Present and Apologies, Mayor Robert Young said that a formal request was made on the 13 December 2021 by him in writing to the General Manager for leave of absence from the Annual General Meeting and Ordinary Council Meeting to be held on the following day 14/12/2021 because of illness to be included in the agenda.*

*He said that it was omitted, and was also omitted from the agenda for today.*

*He said that so the Council records could be rectified that the matter be dealt with "today".*

*He said that the matter was not a question of retrospectivity but a question of the rectification of a mistake.*

*He asked in response to a question from Deputy Mayor Woods, that Councillors deal with the matter by a show of hands, and that he would abstain from voting*

*Councillor Arnol said that she thought that the leave of absence request had to be on the Council meeting agenda and granted by a formal motion.*

*The Mayor responded that he did not think that this was the case, and said that if any one disagreed they could take the matter to the Supreme Court.*

*The General Manager referred to the Local Government (Meeting Procedures) 2015 regulation 39(3) that did not allow the Council to grant retrospective leave of absence.*

*The Mayor responded that if that was correct a malicious General Manager refused to put a matter on the agenda then the matter could never be dealt with by Council.*

*The matter was put to the vote and all Councillors approved the request, the Mayor abstaining, by show of hands.*

### **1.3 In Attendance**

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

### **1.4 Late Reports**

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Nil.

### **1.5 Declaration of Interest or Conflict**

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

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

*in any item included in the Agenda.*

**Clr Keith Breheny declared an interest in item 8.5.**

**Clr Cheryl Arnol declared an interest in Confidential Agenda item 2.2**

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## **2. CONFIRMATION OF MINUTES**

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### **2.1 Ordinary Meeting of Council - 14 December 2021**

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#### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on Tuesday 14 December 2021 at 2:00pm be confirmed as a true and correct record.

#### **DECISION 01/22**

Moved Deputy Mayor Woods, seconded Cllr Keith Breheny that the Minutes of the Ordinary Meeting of Council held on Tuesday 14 December 2021 at 2:00pm be confirmed as a true and correct record.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil

## **2.3 Date and Purpose of Workshop/s Held**

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### **TUESDAY 11 JANUARY 2022**

In accordance with the requirements of regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 12:30pm to 4:45pm on Tuesday 11 January 2022 via remote conference.

#### **Present**

Mayor Robert Young  
Deputy Mayor Jenny Woods  
Clr Cheryl Arnol  
Clr Annie Browning  
Clr Keith Breheny  
Clr Rob Churchill  
Clr Michael Symons

#### **Apologies**

Clr Grant Robinson

#### **In Attendance**

Mr Greg Ingham, General Manager  
Mr Alex Woodward, Director Planning and Development  
Mr Peter Porch, Director Works and Infrastructure  
Mr James Bonner, Senior Planner  
Mr Peter Coney, Town Planner

#### **Guests**

- Sue Nettlefold
- Greg Crump
- John Hepper

#### **Agenda**

- Spring Bay Maritime Discovery Centre
- Swanwick sewerage system and sealing of plans
- Orford Foreshore Master Plan
- Development Application – 1000 Dolphin Sands Road, Dolphin Sands (DA 2021/231)
- Processing Recyclable Materials - Establishments of a Joint Authority
- Stormwater Management Plan

#### **RECOMMENDATION**

That Council notes the information.

#### **DECISION 02/22**

Moved Clr Keith Breheny, seconded Deputy Mayor Jenny Woods that Council notes the information.

#### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Clr Cheryl Arnol,  
Clr Keith Breheny, Clr Annie Browning, Clr Rob Churchill, Clr Grant Robinson,  
Clr Michael Symons

Against: Nil

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### 3. PUBLIC QUESTION TIME

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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) 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.

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#### 3.1 Questions on Notice

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##### **Mrs Jane Wing**

- Q1. *Raspins Beach Surf Life Saving Club recently applied to Glamorgan Spring Bay Council for a Community Small Grant.*

*A report was prepared by the responsible Council Officer for the November 2021 Council meeting which advised that “This application satisfies the necessary criteria of the relevant policy” and also recommended “That Council approve the application for Small Grant funding of \$1,000 for the Raspins Beach Surf Lifesaving Club”.*

*Councillors chose to amend this recommendation to “Council approve the application for Small Grant funding of \$1,000 to be paid to Surf Lifesaving Tasmania for the purposes of the Raspins Beach Surf Lifesaving Club Little Nippers Training Program”*

*Although it appears that Councillors did not accept that the application complied with the criteria and that therefore Councillors could not approve the Council Officer's recommendation, it was not clearly defined as to how the application did not comply. Suggestions that the club was not “a thing”, not incorporated, did not have a bank account or that Council would not know who to pay the grant to are nonsensical, not a prerequisite, incorrect and/or not information that was required in the application form.*

*Could Council please clearly explain exactly which section/s of the criteria, guidelines and/or Council policy with which the application did not comply?*

*Jane Wing  
Secretary  
Raspins Beach Surf Life Saving Club, Orford*

##### **Response from General Manager, Greg Ingham**

When issuing grants Council must ensure that good governance processes are followed. The Community Small Grants Policy outlines that the General Manager will delegate to the Corporate and Community Director to provide a report on each application to be presented to Council for decisions. The decision to provide the grant is at Council's discretion and may be amended/changed. In this instance, Council was fully supportive of the application, however, has some concerns around the details of the funding recipient. It appears this has now been clarified and accordingly the funding will be provided under the small grants program.



**Mr Greg Luck**

*I am seeking information regarding the General Manager's Electoral Roll in GSBC :*

- Q1. *How many voters are listed on the Roll and how long since their eligibility has been scrutinised ? (is the Roll up to date )*
- Q2. *If rental tenants are still allowed to be on the Roll (GSBC website says they still are), how many in total (tenants) are on the Roll and how long since they have been validated given the inherent nature of moving rental populations.*
- Q3. *Is there a Maximum number of tenants for any particular address allowed on the Roll ? or could a property have 1-10 tenants enrolled should they desire ?*
- Q4. *Is there an age or other criteria limit imposed for eligibility ? and who (and how) verifies the applications.*

*My concern (and many others) is that the General Manager's Roll could be easily manipulated (stacked) and skew the true voter intentions of the actual ratepayers of GSBC. It seems fair that ratepayers with their names listed on the property titles (independent of their principle residence address) should have a vote (as they have a financial interest in GSBC) but tenants should not be enrolled to vote. Having tenants able to vote plus the property owners being able to vote skews the ratepayer representation and could be a source of political interference.*

*With upcoming Council elections it would seem timely to clarify the above ?*

**Response from General Manager, Greg Ingham**

The rules for public questions are governed by regulation 31 of the *Local Government Act (Meeting procedures) 2015*. Whilst Council meeting rules have a limit of two (2) questions per person, in this circumstance of four or more questions the General Manger has responded to all. This is an exception rather than the rule.

**Q1. RESPONSE:**

There are 984 voters on the General Manager's Electoral Roll. The Act doesn't require ongoing scrutiny or an audit of the Roll. Information in regards to the election generally and the General Manager's Electoral Roll will be circulated prior to the election. The General Manager will be contacting people on the Roll requesting them to notify of changed circumstances so that the Roll can be updated. The enrollment form for the General Manager's Roll requires elector details and eligibility declaration, which must be witnessed.

**Q2. RESPONSE:**

Yes, tenants are permitted on the Roll. There is no requirement to distinguish between owners and occupiers.

**Q3. RESPONSE:**

There is no maximum number of tenants for any particular address as long as individuals meet the eligibility criteria to be on the Roll.

**Q4. RESPONSE:**

One is eligible to vote over the age of 18. Section 254 of the *Local Government Act* provides further information in regards to eligibility.

Further information on Local Government elections can be found in Sections 254 – 262 of the *Local Government Act*.

### **3.2 Question without Notice**

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*In response to COVID-19 social gathering regulations, Council meetings will be held remotely via video conference until further notice and therefore members of the public are unable to attend the meetings.*

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

#### **Mr John Heck**

*Q1. Please provide : how much land tax \$\$\$ has the rate payer paid since 2013 on the lots included in da 2021-32 the lots proposed for sale for \$375.000.*

#### **Response from General Manager, Greg Ingham**

*Approximately \$21,500.*

### **3.3 Response to previous Questions without Notice taken on Notice - Annual General Meeting - 14 December 2021**

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#### **Mr John Heck**

*This will relate to a very recent matter. Statements were made during the discussion of Howells Hill being sold off where the land sat there unused. The land has only sat there unused to my knowledge because of the failure of the successive number of administrations failing to deliver policy. It actually had gone through Council for the formation of Spencer Street with the inclusion of the lookout, and as I said, that's the only reason why that land has sat there. Everything else had been put in place and everything else was supported. It's unfortunate that when you see so much effort put in by community groups that it is very depressing and understandable why so few new members are coming up to put their hands up to support various groups within this community when as a result all this effort can be put through and then it's sold off for a peppercorn.*

*What I would like to ask of the six people that voted for it, had you read the submissions that were put in and the objections to the original concept which included information from Kath Fergusson, because in there it explains it quiet plainly.*

*I would like to ask those Councillors who did vote for it, had you read that information, were you aware of that information before you actually voted on this matter?*

#### **Response from General Manager, Greg Ingham (on behalf of Council)**

*During the process for the disposal of the land at Spencer Street, Triabunna Council was provided with the relevant information and any submissions made on the matter were provided to Council to assist with the decision.*

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#### **4. PLANNING AUTHORITY SECTION**

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*Item 4.1 Development Application 2021/231 - 1000 Dolphin Sands Road, Dolphin Sands has been withdrawn from the Agenda with the consent of the applicant and will be presented at a future Council Meeting.*

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## 5. FINANCIAL REPORTS

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### 5.1 Financial Reports for the period ending 31 December 2021

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Author: Director Corporate & Community (Mrs Elysse Blain)

Responsible Officer: Director Corporate & Community (Mrs Elysse Blain)

#### **ATTACHMENT/S**

1. Profit & Loss for the period ending 31 December 2021
2. Balance Sheet as at 31 December 2021
3. Statement of Cash Flows for the period ending 31 December 2021
4. Capital Works as at 31 December 2021

#### **BACKGROUND/OVERVIEW**

The financial reports for the period ended 31 December 2021 as attached to this report are presented for the information of Council.

#### **STATUTORY IMPLICATIONS**

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

#### **BUDGET IMPLICATIONS**

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

#### **RISK CONSIDERATIONS**

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
<b>Adopt the recommendation</b>				
There are no material risks from adopting this recommendation.				
<b>Do not adopt the recommendation</b>				
By not receiving and reviewing the major financial reports on a regular basis, such as the Profit & Loss, Statement of Cash Flows, Capital Works and Balance Sheet, Council risks not meeting its financial management obligations.	Likely	Likely	High	By not adopting the recommendation Council is not endorsing the financial reports for the period ending the 31 July 2021. Council needs to endorse.

#### **OFFICER'S RECOMMENDATION**

That Council receives and notes the Financial Reports as attached to this report for the period ended 31 December 2021.

### **DECISION 03/22**

Moved Cllr Grant Robinson, seconded Cllr Keith Breheny that Council receives and notes the Financial Reports as attached to this report for the period ended 31 December 2021.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil

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## 6. SECTION 24 COMMITTEES

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### 6.1 Minutes of Natural Resource Management Committee Meeting – 8 September 2021

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**GSBC NRM Committee Meeting No. 70 Minutes  
Triabunna Community Hall  
Wednesday 8<sup>th</sup> September 2021, 10:00am**

**1. Acknowledgement of Country:** Robyn Moore

**2. PRESENT**

David Tucker (Vice-Chair), Amanda Brooks (NRM Works Coordinator), Alex Woodward (GSBC Director of Development and Planning), Di Clark (GSBC Works Dept Admin), Jane Wing (Orford Community Group), Alan Morgan (Coles Bay), Diana Nunn (Coles Bay), Kate Hibberd (Dept of Defence), Robyn Moore (DSRA), Gary Stoward (DSRA), Jennifer Hemer (NRM South)

- Jennifer was welcomed to her first NRM Meeting representing NRM South.

**3. APOLOGIES**

Cir Cheryl Arnol (Chair), Terry Higgs (GSBC), Steven Heggie (PWS), Katherine Hitchcock (PWS), Nicky Meeson (GSBC)

**4. CONFIRMATION OF PREVIOUS MINUTES**

Confirmation of previous minutes from GSB NRM Committee meeting no.69:

**Moved:** Jane Wing. **Seconded:** Diana Nunn. Carried unanimously.

**5. MATTER ARISING FROM THE MINUTES OF LAST MEETING**

No matters arising – refer (8) Action Items

**6. COMMITTEE CORRESPONDENCE**

- Hayden Dyke Resignation – Hayden's email was read out by David Tucker and the Committee acknowledged that Hayden would be a great loss.  
David will prepare a letter of thanks from the committee and forward it to Hayden.

No other correspondence other than "Terms of Reference" correspondence back and forth

**7. BUSINESS ARISING FROM CORRESPONDENCE**

Nil

**8. BUSINESS ARISING FROM ACTION ITEMS**

### **8.1 Walking and Cycling Strategy for GSBC Municipality**

- The Chair asked for an update on the progress to develop a Walking and Cycling strategy for the municipality. A strategy is needed to provide direction for the numerous projects which are being proposed by the community members throughout the municipality. Alex reported that an application has been prepared to seek funding to get a Strategy written for the municipality. A grant was applied for recently but wasn't successful. The application was for \$200,000. This funding application is ready to submit again if opportunities arise. Alex also indicated that the State Govt are currently looking for key developments across the state and Alex, Peter Porch and Adrian have a meeting with State Govt officials on the 15<sup>th</sup> September to discuss what upcoming Grants will be available and then will liaise with East Coast Tourism on a way forward. The chair expressed frustration with the delays with this project and observed that there is nothing in Council's Budget for the development of a Strategy. Alex indicated that it will be considered as part of budget development for 2022-2023.

### **8.2 Monitor and report on Briar Rose Listing – Nicky Meeson (Biodiversity Officer)**

- Di Clark read out Nicky Meeson's response as Nicky was an apology.

"No further information has been received from DPIPWE".

### **8.3 Compliance of State Growth roadside slashing procedures**

- Peter Porch responded with following email:

"Following up on correspondence provided by David Tucker from Mel Kelly to State Growth staff, I spoke with current staff in the relevant roles.

These staff had the history around contractor slashing environmental hygiene and understood the enquiry.

State Growth Staff advised that there was no fixed agreement with council for an ongoing program. The nature of the procedures being undertaken with their contractors were advised to me to be "a trial".

State Growth staff also advised that the trial was completed and evaluated. Their evaluation determined that the process was not a success and was not included in the contract conditions for subsequent years."

David Tucker responded by saying this was not done as a trial as it was an agreed procedure. David will find the agreed procedure document and email to Alex and Peter. The document was prepared by Dept of State Growth for slashing within GSBC. The NRM Committee said under the Weed Management Act Dept of State Growth have an obligation to comply. Council needs to request a formal response as to what State Growth are doing to prevent the spread of weeds into this municipality and Council needs to draft a letter as we feel that we have been fobbed off. David advised he has correspondence from State growth to show that the Hygiene Sites were not a trial and that the preferred direction of slashing to avoid contamination from known "hot spots" such as Break O'Day (Spanish heath) was agreed to. (correspondence to be forwarded to Alex and Peter)

### **8.4 Use of decontamination site at the Triabunna Marina – PWS**

- No response as PWS were an apology and no other committee member has any information.

#### 8.5 "Public Convenience Strategy" – Alex Woodward (DDP)

- Alex indicated that the strategy has not progressed, and was hoping to present strategy at the next NRM Meeting in November.  
David read a draft letter that was to be sent to the then premier Will Hodgman by the NRM Committee in 2018. The draft letter was forwarded to the GM at the time (Chris Schroeder) for approval. We were informed that the letter was not sent because the then Mayor did not agree with its content.  
It was then explained that the letter was requesting a round table of State and Local Government along with Crown Land Services, East Coast Tourism, PWS and NRM to agree on defining the problem and developing a strategy together, not that Council had to "fix the problem"  
Alex indicated that a similar updated letter could be sent now from the current Council to commence the process before the visitor influx occurs when COVID restrictions change.  
Alex will bring this up at a Council Workshop to proceed. (A copy of the draft letter to the Premier and the spreadsheet of sites with issues will be forwarded to Alex)

#### 8.5 a Dog Management Policy – Alex Woodward

- Alex reported that Council now have a full time Dog Ranger.
- A Dog Management Policy is currently being developed. Key stakeholder consultation has commenced. Once a Draft is developed, it will be presented to the committee seeking endorsement. This will be delayed until the Orford Foreshore Masterplan has been developed as it is linked.
- The concern was raised that a Cat Policy was also needed particularly in respect to feral cats? Alex indicated that issues regarding cats should currently be referred to **9 Lives Cat Centre**. It was suggested that Council need to add more information to Council Website in respect to cat management. More education needed.
- Australian Geographic recently had a great article on the impact of cats in the environment and the use of 1080 to control both foxes and feral cats on mainland Australia.

#### 8.5 b Orford Foreshore Master Plan

- Alex reported that Council and PWS have now awarded a contract to **Inspiring Place** to develop a Master Plan. The master Plan will include Millington's Beach thru to Prosser River Mouth and then onto the end of Raspins Beach. The plan will address the Bird Sanctuary, Fence, and the other Infrastructure on Crown Land that Council do not currently have licences for.
- Community consultation will be conducted throughout this process and the Committee will be presented with a Draft for endorsement to Council.

#### 8.6 Review NRM Committee TOR – Sub Committee and DDP

- The Committee presented with a draft of "NRM Terms of Reference" prepared by the subcommittee and a report on the TOR (see attached) with a recommendation to adopt. Upon review there were some slight amendments to wording in Section 1 - **Purpose and Objectives of the Committee** specifically.
  - Re-word dot point 3.
  - removing Dot point 6 referencing Catchments to Coast.



- add a new dot point – to provide input into development of grant applications relevant to NRM

**Motion:** That the Draft NRM Committee "Terms of Reference" as amended at this meeting on 8<sup>th</sup> September 2021 be submitted to Council for adoption".

**Moved:** Alan Morgan    **Seconded:** Robyn Moore

**Voting:** All agreed

**Motion passed.**

#### **8.7 Sewage Contamination in Coles Bay – Council**

- Alan Morgan emailed the Committee prior to the Meeting with the following:

"Great News!

Attached is correspondence from Kylie Bull, who has been championing the cause for improvements to the sewage situation at Coles Bay as a member of FAI.

I thought it would speed up discussion at our meeting if members had this information beforehand.

We are delighted that progress has been made and offer particular thanks to Greg for his letter. Hopefully such a collaborative approach from Community and Council will bear fruit."

The contamination is of Human form, and this has been conveyed to Greg Ingham. TasWater and State Govt to give funding towards a solution."

The Committee are delighted there is now going to be a 2-pronged attack from the Council and Community and we need to maintain political pressure on the State Government and its agencies to fund and implement some positive action.

**LUNCH: 12.30PM – 1.00PM**

#### **8.8 Water Management Plans for East Coast Rivers – DDP and Council**

- Response from Peter Porch was "Follow Up "

Jennifer Hemer requested a copy of the Rural water Use Strategy submission. (the Chair to provide)

#### **8.9 NRM South and "Tasmania NRM Strategy" – Committee and Council**

Cindy Hull from NRM South can no longer represent NRM South and her replacement Jennifer Hemer attended her first meeting today.

Jennifer was invited to provide a report to the committee on NRM South's activities.

- Jennifer said they are in the process of redeveloping a strategy for the whole state which will focus on land, water, and biodiversity. NRM South met with Southern Councils on the subject and went to State Govt.

- Jennifer gave a summary of the Moulting Lagoon and Apsley region projects. These projects will continue thru to 2030. There is ongoing discussion and work with Landowners to look at restoring the natural drain systems on the Wetlands and to help manage the lagoons natural resources.
- There was discussion about the potential impact of irrigation on river flow into the wetlands and that this concern was highlighted in the NRM Committee submission to the Rural Water Use Strategy.
- Jennifer indicated that she hasn't read the Submission on the "Water Use Strategy" but will endeavour to read before next Meeting. NRM are disappointed there seems to be no focus on the Swan River and there is a lack of monitoring of the water being extracted from the river. NRM South have not consulted with recreational fishers or shooting groups as that area comes under PWS. Nor do they liaise with the Aquaculture farms.

(a copy of the submission to the RWUS will be forwarded by the chair)

#### **8.10 Review of the GSB Weed Management Plan – Nicky Meeson (Biodiversity Officer)**

Di Clark read Nicky's response:

"A Draft is scheduled for March 2022 and the final document in June 2022."

The Committee wanted to know why it is taking so long ? Alex said Nicky only works 2 days a week and there are other more pressing works that needed attention. Work needs to be prioritised. A workshop with the committee will be undertaken to assist with annual work plan.

#### **8.11 Provide Executive Summary of completed Weed Project Grants – Amanda Brooks**

The Completion Summary from the **Round 1 grant**, Communities Combating Pest and Weed Impacts During Drought was circulated by email after the last meeting.

**Communities Combating Pest and Weed Impacts During Drought** - Biosecurity Management of Pest & Weed Executive Summary: **Round 1** \$63835 – between GSBC \$54940 and \$8895 Tasman Council

This collaborative project undertaken by local government areas (LGA's) Glamorgan Spring Bay Council (GSBC) and Tasman Council, provided assistance to 13 primary producers to manage serrated tussock infestations and undertake serrated tussock control measures that were required at a time when drought was impacting the effectiveness of their weed management programs. This project facilitated local employment, as the proposed activities were done in addition to current on-farm work activities.

The inclusive approach to the workshop / field day allowed primary producers and other neighbouring land managers to share their knowledge and experiences. Bringing together around 50 land managers to look at different and innovative ways land managers across the country are utilizing to control, manage and eradicate serrated tussock.

The funding assisted land managers to successfully conduct spot spray treatments of the large known areas of serrated tussock across approximately 1610 hectares in both LGA's to reduce these areas spreading further afield.

36 hectares of pasture has been planted with a drought and flupropanate tolerant pasture mix, across 4 properties within GSBC. This facilitates broad hectare boom spraying to control serrated tussock, removing the labour-intensive spot spraying practice. This then reduces the cost of treatment per hectare long term.

A conservation detection dog was implemented in GSBC to find outlying populations of serrated tussock. The detection dog, handler, council staff, land managers and volunteers searched for plants outside of known infestations. This was part of a strategic elimination process generated from a desktop model and local knowledge. This survey covered 244 hectares of previously unsearched area and proved successful in engaging the community to learn about the impact and invasive nature that serrated tussock has on the environment.

The project reiterated the importance of managing serrated tussock, to prevent it spreading and reduce infestations to manageable sizes that would enable future eradication by the property owner. It renewed the vigour of land managers, as it supplied much needed funds to carry out weed management in the time of drought.

Alan Morgan asked what was in the pasture mix and Amanda explained and discussion was had on how it works. Boom spraying is better than spot spraying by 90%.

## **9.00 GSBC NRM REPORTS**

### **9.1 Weed Management Plan**

- Covered in Item 8.2

### **9.2 Biodiversity – Nicky Meeson**

Di Clark read out Nicky's response:

- General duties and current projects include: providing advice on development applications, providing advice to ratepayers on various biodiversity issues, writing articles on aspects of biodiversity, weekly monitoring at the Orford Bird Sanctuary with volunteers, revegetation projects at Coles Bay and Orford, organising and conducting searches for serrated tussock outliers with volunteers, managing and uploading weed data to the Natural Values Atlas.

### **9.3 Project Grants- Amanda Brooks**

**Round 2 grant, Communities Combating Pest and Weed Impacts During Drought.** Combating Zone, A Priority Declared Weeds on Farms During Drought in Glamorgan Spring Bay.

- Total grant **\$174000** spread across **19 properties**

19 properties are working toward the completion of their works for the work assigned under this grant, with some work plans being delayed due to unforeseen weather events, an extension is being considered and may be required to carry out to completion all works effectively.

**Tasmanian Weed Action Fund Glamorgan Spring Bay:**

- Total grant to GSBC **\$55000** - \$2500 per Applicant - currently working with 10 Applicants

We have 8 applicants well under way with delivery of their projects, with 7 of these having completed the on groundwork and are working on their management plans.

There are still 2 outstanding contracts yet to be signed and returned.

There are some funds still available. I have one more landowner to discuss a project with that did not get funded through the latest WAF grant round that would like to seek funding through this as his project was not collaborative enough to be granted through the WAF grants.

#### Summary of Grants for Weed control in GSBC.

- **Communities Combating Pest and Weed Impacts During Drought Round 1**

Total \$63835 – between GSBC \$54940 and \$8895 Tasman Council

- **Communities Combating Pest and Weed Impacts During Drought. Round 2**

Total grant GSBC \$174000 spread across 19 properties

- **Tasmanian Weed Action Fund Glamorgan Spring Bay:**

Total grant to GSBC \$55000 - \$2500 per Applicant - currently working with 10 Applicants

David asked, are Council applying for any other Grants for weed control. Amanda said there were no other grants available at this stage.

#### **Black Summer Bushfire Recovery Grants Program:**

Applications have been called for within GSB with funds up to \$1.6 million available over a three year period. There is a focus on building resilience within our community around mental health awareness. Peter Porch will be coordinating the proposals.

Kate Hibbert indicated that D of D intend to extend the FRB on the eastern side of the BMTA to the north to Little Swanport.

There was discussion about the lack of maintenance of Tiger Trail and the fire trails which link to it in recent years. Much of Tiger Trail is now impassable as PWS don't maintain it. This trail was established between Little Swanport and Bicheno in the 80's to establish a break between private land and crown land to facilitate broad scale Fuel Reduction Burns.

It was suggested that funds to refurbish Tiger Trail and the link tracks, would be a worthwhile Recovery grant project.

#### **10. COMMITTEE MEMBERS ROUND TABLE**

Alan thanked Alex for facilitating the "Terms of Reference" review.

**Robyn** conveyed the Landcare Group were focusing on weed removal. After the 2019 bushfires funding has been shortlisted for 2022. Council is in the process of clearing roadside verges at Dolphin Sands. DSRA would like to map the weeds on the peninsular and develop weed management plan. Gorse is an issue in areas and now extending into Moulting Lagoon.

Funding needed and applying for Grants is a priority for DSRA and Council do not need to be involved. Ratepayers are happy to be involved in the process.

**Jennifer** indicated that NRM South have done aerial mapping of weeds around Moulting Lagoon. Terry and Nicky have also done on ground weed mapping in the past. NRM South may be able to share their weed mapping as well.

**Diana** asked about the timeline for the Coles Bay Foreshore Walkway and Council are still waiting on the design from Company involved.

Swansea Primary School children have been shown how to make wax wraps and Jane has been at Orford Primary School doing the same. Jane has also been involved in counting of the birds at the Orford Bird Sanctuary with Nicky Meeson on a weekly basis and weeding at Raspin's Beach Orford with volunteers.

**Jane** asked what was happening with the **No Spray Policy**, the **Illegal vegetation removal Policy** and the **Flora and Fauna Management Plans** for Council managed land. Alex indicated that all of these policies and plans were still being developed. Niki has a key role in all and her time is limited by other priorities.

**David** asked is there a budget allocation for NRM activities within Council including the Committee. Alex will take on Notice. There is not an individual budget for the NRM Committee as now comes under the various sections.

We also need to acknowledge the resignation of Terry Higgs who has been involved with the NRM Team over the last nine years. Terry has been an integral part of the team and will be greatly missed. We wish him well in his next adventure.

David asked if Terry will be replaced, and Alex said that a decision on how Terry's role will be filled has not been made as yet. Alex indicated that this will be looked at shortly.

**Alan** offered to draft a message from the Committee to Membership to alert people that the NRM Committee is still active and going strong.

## **11. NEXT MEETING DATE AND VENUE**

Wednesday 24<sup>th</sup> November – Swansea Hall (If available)

**Meeting closed at 2.00pm.**

#### **ACTION ITEMS**

- Letter of thanks from the committee to Hayden Dyke. **David Tucker**
- Investigate alternative funding options including a Council Budget Allocation for the preparation of a **Walking & Cycling Strategy**. **Alex Woodward**.
- **Hygiene Protocols for Roadside Slashing** - Follow-up with State Growth re the **Hygiene Protocols** for roadside slashing within the municipality. **Peter Porch**
  - Copies of previous correspondence with SG to be forwarded to Peter Porch – **David Tucker**
- Report on level of use of Decontamination Facility at the Triabunna Marina – **PWS**
- **Public Convenience Strategy** - Forward a copy of the draft letter to the Premier and the spreadsheet to Alex. **David Tucker**
  - Take the issue to a Council Workshop to review. **Alex Woodward**
- **Dog Management Policy** – Draft to be presented to the Committee for comment. - **Alex Woodward**
- **TOR** – Amend as discussed - present to Council for ratification. **Alex Woodward**
- **Water Management Plans** – Follow up is necessary to respond to the Ministers reply. **NRM Committee & Peter Porch**
  - Copy of submissions to RWUS to Jenifer Hemer NRM South- **David Tucker**
- **Weed Management Plan** – Discuss options to speed up the review at next meeting.
- Monitor for external Funding options for additional Weed Control in the municipality. – **Amanda Brooks**
- **Black Summer Bushfire Recovery Grants Program** - consider a proposal to seek grant funds to refurbish Tiger Trail – **Alex Woodward and Peter Porch**.
- **No Spray Policy , Illegal vegetation Removal Policy, Flora and Fauna Management Plans.** Agenda items for future meetings – **NRM Chair & Di Clark**
- NRM budget update – **Alex Woodward**
- Draft message to committee members – **Alan Morgan - Cheryl Arnot**

#### **RECOMMENDATION**

That the Minutes of the Natural Resource Management Committee meeting held on 8 September 2021 be received and noted.

#### **DECISION 04/22**

Moved Cllr Cheryl Arnol, seconded Cllr Michael Symons that the Minutes of the Natural Resource Management Committee meeting held on 8 September 2021 be received and noted.

#### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil



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**NATURAL RESOURCE MANAGEMENT COMMITTEE  
UNOFFICIAL MINUTES No. 71**

WEDNESDAY 24 NOVEMBER 2021

SWANSEA TOWN HALL, SWANSEA

Time: 10am

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## TABLE OF CONTENTS

<b>1. OPENING OF MEETING .....</b>	<b>3</b>
1.1 Acknowledgement of Country .....	3
1.2 Present and Apologies.....	3
1.3 Declaration of Interest .....	3
<b>2. CONFIRMATION OF MINUTES .....</b>	<b>4</b>
2.1 Minutes of NRM Meeting No. 70 – 8 September .....	4
2.2 Matters arising from minutes .....	4
<b>3. COMMITTEE CORRESPONDENCE .....</b>	<b>6</b>
3.1 Correspondence In/Out .....	6
3.2 Business arising from Correspondence .....	6
<b>4. INFORMATION REPORT .....</b>	<b>7</b>
4.1 Draft Orford Foreshore Masterplan .....	7
4.2 Tasmanian Wild Fallow Deer Strategy .....	7
4.3 Environment By-Law .....	7
4.5 Round table .....	7
<b>5. CLOSE.....</b>	<b>8</b>
5.2 Next Meeting .....	8
<b>Action Items from the meeting.....</b>	<b>8</b>

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## **1. OPENING OF MEETING**

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### **1.1 Acknowledgement of Country**

*The NRM Committee 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, present and emerging.*

### **1.2 Present and Apologies**

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#### **Present**

David Tucker (Vice-Chair), Amanda Brooks (NRM Works Coordinator), Alex Woodward (GSBC Director of Development and Planning), Di Clark (GSBC Works Dept Admin), Jane Wing (Orford Community Group), Alan Morgan (Coles Bay), Robyn Moore (DSRA), Gary Stoward (DSRA), Jennifer Hemer (NRM South) Greg Ingham in part 10:15am - 12:30pm (General Manager, GSBC)

#### **Apologies**

Clr Cheryl Arnol (Chair), Steven Heggie (PWS), Katherine Hitchcock (PWS), Nicky Meeson (GSBC), Steve Heggie (PWS), Kate Hibberd (Dept of Defence)  
David Tucker will be standing in as Chair and Clr Cheryl Arnol is an apology.

There were only 5 Committee Members present therefore not enough members for a Quorum. As a result, this meeting was agreed to continue as an informal meeting.

### **1.3 Declaration of Interest**

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David Tucker declared an interest in the environmental management of this Municipality which was supported by Alan Morgan and Jane Wing.

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## 2. CONFIRMATION OF MINUTES

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### 2.1 Minutes of NRM Meeting No. 70 – 8 September

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Confirmation of previous minutes were unable to be passed as Quorum was not reached.

### 2.2 Matters arising / Action Items from the minutes

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1. Letter of thanks from the committee to Hayden Dyke - **David Tucker**  
**UPDATE** - Letter of thanks sent to Hayden Dyke was read out by David Tucker. Alan Morgan suggested a replacement Committee Member should be sought and perhaps a "Request for Expressions of Interest" be placed, and the Committee would encourage Aboriginal or Aquaculture representation as this would mean there would be a broad range of people involved from across the Community. Experience in certain areas preferred and the appointment would be considered by the Chair and Council.
2. Investigate alternative funding options including a Council Budget Allocation for the preparation of a Walking & Cycling Strategy. **Alex Woodward**  
**UPDATE** - There are no Grants available from Federal or State Governments regarding Walking and Cycling. The East Coast Tourism were unsuccessful in receiving any Grant monies.  
Jane Wing asked whether there was a list of projects ready for when Grants are offered in the future. Alex advised that the current masterplans being prepared would assist in this matter.
3. Hygiene Protocols for Roadside Slashing - Follow-up with State Growth re the Hygiene Protocols for roadside slashing within the municipality. Copies of previous correspondence with SG to be forwarded to Peter Porch - **David Tucker**  
**UPDATE** - Hygiene Protocols were discussed, and David is very frustrated with Council saying there will be no further action. There is evidence (photos circulated) that roadside slashing by Contractors is introducing weeds along Lake Leake Road which has been weed free in the past and that the Department of State Growth are not complying with Hygiene Protocols at the agreed Clean Down Sites. These Clean Down Sites were setup, including signage but they are not being used.  
  
Alex said Council have approached the Department of State Growth on numerous occasions and Council cannot enforce the procedures. State Growth say it was a trial only and Council cannot control what they do. Peter Porch has correspondence on this and the NRM Committee have asked to see this.  
  
Greg Ingham is not happy with the situation and that weeds are invading our Municipality, but he reiterated again that Council do not have control over any State Highways. They are not Zone "A" weeds and State Growth have a weed spraying program in place.
4. Report on level of use of Decontamination Facility at the Triabunna Marina - **PWS**  
**UPDATE** - PWS are not represented today therefore there is nothing on the use of the Decontamination Facility at the Triabunna Marina
5. Public Convenience Strategy - Take the issue to a Council Workshop to review. **Alex Woodward**  
**UPDATE** - Alex is taking the Public Convenience Strategy concept to State Govt early 2022. This essentially falls outside the remit of the committee, but they would be involved if it progresses.
6. Dog Management Policy - Draft to be presented to the Committee for comment. - **Alex Woodward**  
**UPDATE** - Met with other Councils and agreed there is a need for more consistent signage across the whole State as people are getting confused with signage. A whole

of State approach would keep it simple. Council now has a full-time Animal Control Officer and people are aware of him being in the Municipality. He is trying firstly to educate people first before issuing infringement notices particularly in the Bird Sanctuary (Dog Zone Area 56 Prohibited Area - Orford Sandspit, Prosser River) and other areas within our Municipality. Jane asked will people be fined when dogs are off lead? Council needs to be seen as being serious and have a consistent approach when dealing with the Public. Alex indicated that the Animal Control Officer will be on call over Xmas to deal with animal control issues.

7. **TOR** – Amend as discussed - present to Council for ratification. **Alex Woodward**  
**UPDATE** – TOR taken to Council at the October meeting and approved.
8. **Water Management Plans** – Follow up is necessary to respond to the Minister's reply. Copy of submissions to RWUS to Jenifer Hemer NRM South- **David Tucker**  
**UPDATE** – Push for Water Management plan for the Swan and Prosser Rivers. No monitoring is being done to see how much water is being taken from the Swan River. Water needs to be metered for customers. NRM South have no funding but can see a lot of issues and are collaborating with Landowners.
9. Review of the Weed Management Plan – Discuss options to speed up the review at next meeting.  
**UPDATE** – Amanda and Nicky are progressing with the plan and hopefully early next year 2022 a draft will be forwarded to the Committee for input and then submitted to Council.
10. Monitor for external Funding options for additional Weed Control in the municipality.  
– **Amanda Brooks**  
**UPDATE** – Funding opportunities are considered as they arise, as well as capacity for Council to commit resources to manage such projects.
11. Black Summer Bushfire Recovery Grants Program – consider a proposal to seek grant funds to refurbish Tiger Trail – **Alex Woodward and Peter Porch**.  
**UPDATE** – Committee are hoping the TFS recognise the importance of maintaining this track. David has sent maps.
12. No Spray Policy, Illegal vegetation Removal Policy, Flora and Fauna Management Plans. Agenda items for future meetings – **NRM Chair & Di Clark**  
**UPDATE** – Illegal vegetation policy will be addressed by the By-Law and a Policy will not be required. Flora and Fauna Management Plans will be considered as part of future annual work plans. The cost to undertake this work would be in the vicinity of \$20k.
13. NRM budget update – **Alex Woodward**  
**UPDATE** – Instead of having a set budget for NRM, Council's NRM activities are distributed within the Organisation (i.e., Infrastructure & Works, Planning & Development etc.).
14. Draft message to committee members – **Alan Morgan - Cheryl Arnot**  
**UPDATE** – Completed.

Committee Members are very concerned that attendance numbers are down and that the standing of the Committee within Council is significantly weakened. NRM Minutes haven't been taken to Council over the last 3 months and are questioning why? The Council Website needs updating and connecting with users is important. It was agreed the Minutes will be included on future Council Agendas.

NRM Committee Members would like to attend a Council Workshop in the future to talk about their role within our Municipality. Their observation is that no Councilor has approached the NRM Committee over the last 3 years with regard to what has transpired. Councilors not interested and the NRM Committee does not feel supported.

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### **3. COMMITTEE CORRESPONDENCE**

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#### **3.1 Correspondence In/Out**

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Email from the GM to the Vice Chair seeking clarification as to the involvement of NRM Committee members, specifically Hayden Dyke in the decision process of allocating grant money. Note The Chair of the committee Councilor Arnol was on sick leave, therefore the correspondence went to the Vice Chair.

The Vice Chair responded by confirming that at no stage were any committee members involved in the allocation of Weed Grant money other than the Vice Chair and previous Chair Mr John Cotton providing feedback on all grant applications to the **"GSBC Drought Weeds Grant 2020"**.

#### **3.2 Business arising from Correspondence**

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Nil

**LUNCH - 12.30pm - 1.00pm**

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## **4. INFORMATION REPORT**

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### **4.1 Draft Orford Foreshore Masterplan**

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Alex gave a presentation on the Draft Masterplan for the Orford Foreshore. The Committee were supportive of the plan but requested the opportunity to provide further comment.

Alex indicated that the draft plan be circulated to the committee once it has been presented to the Councillors.

### **4.2 Tasmanian Wild Fallow Deer Strategy**

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NRM South will make a submission.

Consensus was that given there is a small number of Deer on the East Coast, the coastal area of the East Coast should be changed to No Deer Zoning given the extent of Reserves and intensive agriculture. It was suggested the boundary be pulled back to the top of the tier (ie along M-MS-MG Road east of Lake Leake)

The solution would be to change the East coast to an eradication, the same as the west and North-West Coast.

### **4.3 Environment By-Law**

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Alex provided a brief overview of the initial draft By-Law. Alex will send new draft for feedback from NRM Committee.

### **4.4 Project Grants Update**

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Amanda has continued working on the projects since last meeting and has nearly finished with the last amount of fund money. Looking forward to next allocation of Project Funding so Council can keep encouraging Landowners to manage weeds throughout the municipality.

### **4.5 Round Table**

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- Dolphin Sands Ratepayers have approval to do Native Garden Beds to show residence suitable native species to grow on the peninsula. Amanda to work with Robyn to progress this.
- Coles Bay Sewerage - No reply to letter Council sent suggesting more signage.
- Rabbits - Need to follow up DPI/PWE re rabbits
- Cat Management Policy- Jason and Alex are working with PWS and the regional cat management officer re feral cats. Council is following the State-wide Policy.

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## 5. CLOSE

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### 5.2 Next Meeting

The NRM Committee Meetings are proposed to be held on the 3<sup>rd</sup> Wednesday every 3 months.

16 <sup>th</sup> February 2022	Triabunna
18 <sup>th</sup> May 2022	Swansea
17 <sup>th</sup> August 2022	Triabunna
16 <sup>th</sup> November 2022	Swansea

Note: Currently meeting venues are restricted to Triabunna and Swansea until COVID restrictions are eased.

Closed meeting at 3:30pm

### Action Items from the meeting

1. Alex Woodward to advertise for "expressions of interest" to join the committee in the new year.
2. Greg Ingham will write to the Department of State Growth again and refer to the procedure required and provide evidence of weed seed being spread in our Municipality. The NRM Committee would like to have input into the letter.
3. Alex is taking the Public Convenience Strategy concept to State Govt early 2022
4. Follow up with PWS representative at the next meeting re use of the washdown facility at the wharf.
5. Greg Ingham agreed to write to the Minister again with the concerns raised in respect to the need for Water Management Plans for the east coast rivers.
6. Greg Ingham to arrange joint workshop between Elected Council Members and the NRM Committee.
7. David Tucker to resketch Deer Zoning map and add worlds for Greg.
8. Native species Garden Dolphin Sands -Amanda Brooks to work with Robyn to make it happen.
9. Agenda Item for next meeting – Coastal erosion/Mitigation for discussion on Council's policy.
10. The Committee requests a detailed update on progress in respect to the Coles Bay sewerage issue.
11. Liaise with Glen Graves to include GSBC in the DPIPWE calisi virus release program for Rabbits. Alex

NRM Committee Meeting No 71 – 24 November 2021

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## RECOMMENDATION

That the Minutes of the Natural Resource Management Committee meeting held on 24 November 2021 be received and noted.

### **DECISION 05/22**

Moved Cllr Cheryl Arnol, seconded Cllr Keith Breheny that the unofficial Minutes of the Natural Resource Management Committee meeting held on 24 November 2021 be received and noted.

### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil



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## 7. INFORMATION REPORTS

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

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

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#### ATTACHMENTS

Nil

#### PURPOSE

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

#### OFFICERS 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.

Sound asset management practice requires a strategic approach including the development of a hierarchy of documentation. This is particularly important in the delivery of operational services where significant funds are expended each year in service delivery. The process is also critical in managing many risks to council.

For Parks and Recreation the hierarchy will look like this:



Staff have commenced work on collating existing information and filling the gaps for documenting the Operational Service Levels, the Operations Manual and the Operational Instructions.

It is common for the information required to describe councils works to be head knowledge with little supporting information that can be relied upon and generally information is disparate, existing in various spreadsheets and documents without any linkage. To gain efficiencies, limit errors and provide consistent services to the community the establishment of these sets of information are important advances providing documented standards for operational activities.

This activity will continue over the next few years as the information for each asset class undergoes the same process, after which, the task transitions into a cycle of review.

## **CONSULTANT SERVICES**

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

- Stormwater Management Plan: Cameron Oakley continues to work through a multitude of inundation issues with the outcome to be a schedule of future works encompassing a number of years of forward works. Each of these projects will come before council for consideration in future capital works programs. Projects will be assessed on the basis of risk to form a priority for scheduling the program that will be presented to council.  
The South Orford Stormwater System Study - Ongoing.  
The North Orford study continued in conjunction with the Department of State Growth (DSG) who are jointly funding this project.  
Holkham Crt culvert and drain works continued.  
The Stormwater Management Plan is being developed for presentation to council in coming months. Development of Stormwater Policy is progressing with new information and legal opinion now provided by the Derwent Estuary Project and the LGA.
- Grant fund project delivery: Graeme Edwards is retained to deliver a range of projects funded by commonwealth Grants. A number of sub-consultants are involved in these works also. Ongoing.
- Pitt and Sherry are developing tender design and specification for Vicary Street and The Esplanade intersection in Triabunna. Ongoing.
- Andrew Walter Constructions are carrying out test pits and developing a design report to inform repair options and costs for Nugent Road.

## **OPERATIONAL WORKS**

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

- Unsealed road inspections: 7 carried out
- Wielangta Rd and Earlham Rd maintenance grading underway – 5klms to complete
- Green Hill road maintenance grading complete
- Old Coach Road priority repairs complete
- Earlham Rd maintenance grade complete
- Rheban Rd maintenance grade scheduled for January
- Pothole repairs ongoing
- Charles St Orford temporary repairs effected
- Annual Bridge inspection Program – AusSpan – completed
- Bresnehan's Rd bridge – rubble under bridge cleared; rock armour placed as per AusSpan maintenance list works
- Roadside slashing program continued
- Nature strip mowing Orford, Triabunna, Buckland completed
- Planning for clearing of river rock at Orford Rivulet commenced

### **STORMWATER, DRAINAGE**

- Investigations, locations and repairs continued
- Pre-rainfall event storm checklist for problem locations exercised

### **WASTE MANAGEMENT**

- Fermentation of green waste trial No.2 planning commenced
- Coles Bay Green waste mulching completed
- Orford green waste burn completed
- Swansea tip shop arrangements – space at a premium. Stock not collected for the shop to review and return to waste stream.

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

- 8 weekly playground inspections completed
- Nature strip and park/Reserve mowing continued
- Soft fall for playground top ups commenced.

- High risk tree hazard trimming park and reserve areas – identified tree hazards numerous areas
- Walking track maintenance ongoing – Orford, Bicheno, Triabunna, Swansea
- Memorial seat installed at Lion Park Bicheno- private works completed
- Coles Bay community group installation of 3 water fountains/dog waters – completed. (bubblers disabled as a measure for COVID management for the present)
- Boat ramp pressure cleaning completed
- Oct 2021 playground inspection report works orders generated

### **EMERGENCY MANAGEMENT:**

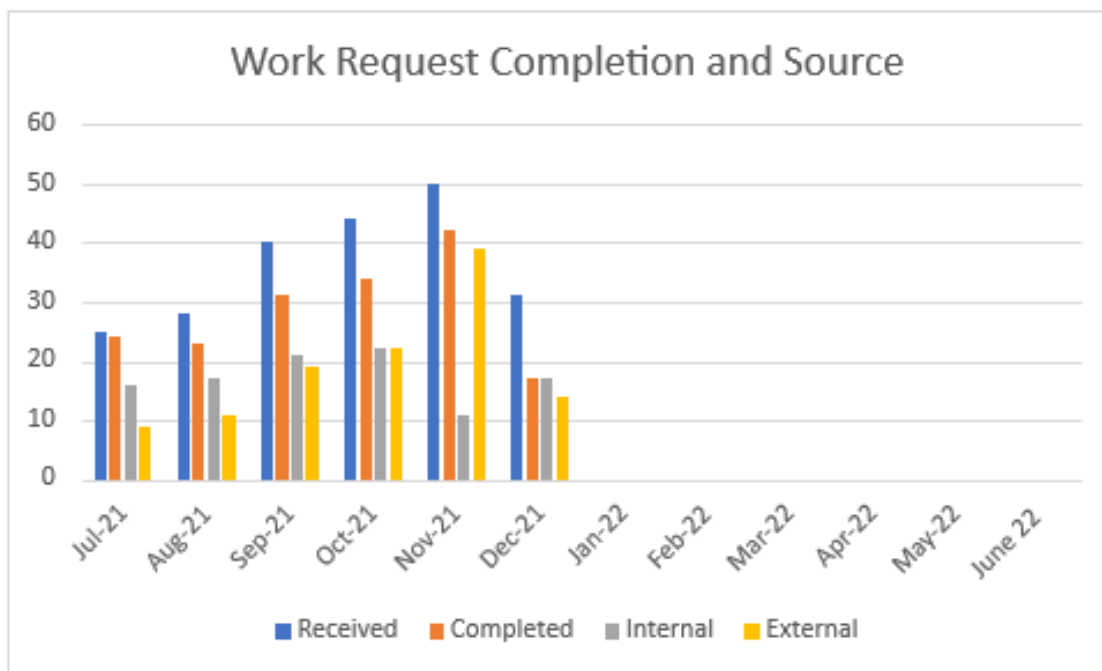
After hours rostering carried out as scheduled.

Placement of COVID 19 Check-In for Parks areas placed in November is creating additional work. As the photo shows the compliance with State Government Health directives are not well received by all. This is the second of these concreted in Check-In location signs that have been removed.

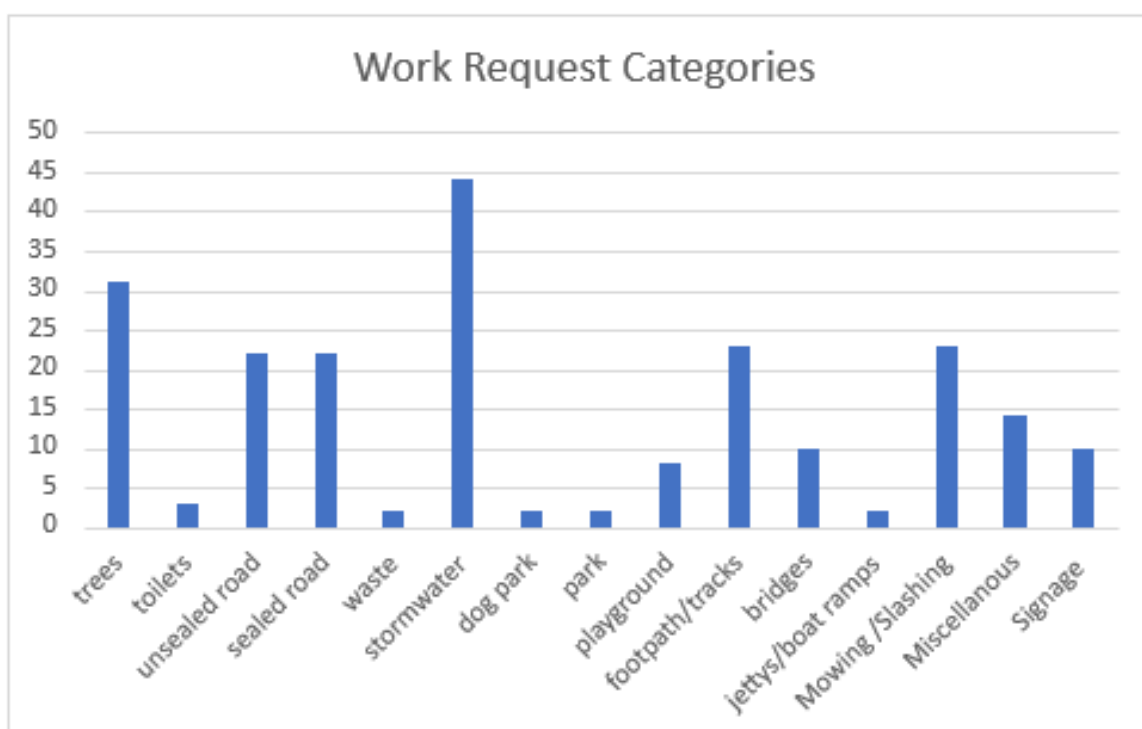


### **CUSTOMER REQUESTS**

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:



Operational activities are starting to be impacted by quarantining associated with the management of the pandemic. Waste services are the first to be impacted. Priorities are being rearranged where possible to ensure standard services and facilities are available as scheduled however, there are expected to be some unplanned interruptions to service provision in the coming months as staffing is stretched and particular skills are not able to be covered.

#### **CAPITAL WORKS**

- Alma Rd completed; Fieldwick Lane drainage works to commence
- Griffiths Rivulet Bridge – concrete works to bridge completed. Road approaches to commence early January and then safety barriers to be installed.
- Bicheno BMX Track upgrade – works completed.

- Design for Triabunna School Crossing 99% - confirming details with school representatives prior to quotations
- Reseal program scope finalized. Contracts signed and works programmed for completion by 30<sup>th</sup> March 2022
- Strip Road – quotes received for concreting. Consultation with affected property owners commenced to determine acceptable timing for works. (works will require road closure for 2 days preventing access to properties)
- Old Coach Rd resheeting completed.

### **Grant funded**

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

- Swansea Main St Paving: Concept commenced Community engagement phase commenced.
- Bicheno Tasman Highway Footpath: 99% complete.
- Coles Bay Foreshore Footpath: Concept design developing to inform consultation.
- Bicheno Gulch Foreshore and Esplanade Upgrade: Awaiting approvals prior to final design.
- Bicheno Triangle Upgrade: Design and consultation ongoing

### **GENERAL**

- A Grant application under the: Preparing Australian Communities Program (PACP) Round 1 has been lodged. The time frame for lodgement was between 10<sup>th</sup> December to 6<sup>th</sup> January. This is for the Orford Levy and associated flood mitigation works at Strawberry Hills Court, Rudd Avenue and Walters Drive Orford. If successful, the project will be within the 2022-24 time frame.
- Significant work for engineering staff resources continues to be generated by development activity with assessment of development plans and accountability of developers site works being upheld. Few developments have simple solutions for stormwater management with officers periodically relying on powers under the Urban Drainage to achieve appropriate design for proposed solutions and conformance.

### **RECOMMENDATION**

That Council notes the information.

### **DECISION 06/22**

Moved Deputy Mayor Jenny Woods, seconded Cllr Rob Churchill that Council notes the information.

### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil

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

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### **8.1 Covid Safety Plan**

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Author: Director Planning & Development (Mr Alex Woodward)

Responsible Officer: General Manager (Mr Greg Ingham)

#### **ATTACHMENT/S**

Nil.

#### **PURPOSE**

To provide Council with an information report on actions being undertaken in relation to COVID.

#### **BACKGROUND / OVERVIEW**

##### **Proposal in detail:**

The health and safety of our staff and community is Glamorgan Spring Bay Council's number one priority and we are actively taking measures to respond to the COVID-19 pandemic.

As a part of the initial work completed when the pandemic first commenced, Council developed a COVID Safety Plan to ensure Council best protects its employees and visitors. This plan has been reviewed as the situation continues to change.

The minimum standards within Council's COVID-19 Safety Plan are set by the Direction from the State Government for COVID-19 Workplace Plans. These require all workplaces to:

- manage the risks of a person contracting or spreading COVID-19 in the workplace
- implement and maintain a cleaning schedule across the workplace have good hygiene procedures and practices (such as washing and/or sanitising of hands)
- ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace
- make sure physical distancing requirements are met by workers, contractors and others entering, leaving or moving around the workplace.
- provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by the workers.
- provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them
- all information, recommendations, directions and guidance materials relevant to the workplace (obtained from reputable sources) is reviewed regularly to ensure the control measures implemented are appropriate
- entry into the workplace is managed and controlled in a reasonable manner if someone is suspected of showing symptoms of COVID-19, or of being exposed to COVID-19 within the preceding 14 days, or being diagnosed with COVID-19
- any workplace records that would assist with notifying people who enter/leave the workplace of any potential exposure to COVID-19 must be kept for at least 28 days.

##### **Additional actions:**

In addition to requirements to the State Government requirements, management has also introduced the following measures to ensure we keep the workplace as safe as possible and for business continuity planning. These recent measures are because of the highly transmissible Omicron variant:

- implemented working from home arrangements for a number of staff to limit density limits and to ensure business continuity
- changed Council meetings and workshops to be held electronically via teams
- reduce face to face meetings with the public by holding them electronically if possible, or outside onsite.

##### **Face masks:**

It is now a requirement for people aged 12 years and older (unless exempt) in Tasmania to wear a mask in all public indoor spaces as an additional layer of protection against COVID-19. This requirement is captured in a Direction under the Public Health Act 1997.

An indoor space is one substantially enclosed by permanent or temporary roof and walls. This includes temporary structures, such as a marquee.

Individuals are responsible for providing their own mask. A mask must also be worn in Workplaces, which includes all of Council's indoor venues.

The advice from the State Government is that

“face masks must be worn over the mouth and nose and should fit securely around your face to provide protection against infection. The best face mask is a single-use surgical mask that you can buy at a chemist or pharmacy.

If you are unable to get a surgical mask, any other single-use paper or cloth masks are fine to use. The most effective cloth masks are made up of at least three layers of fabric. You can use either disposable (single use) face masks or reusable cloth masks. Research shows that wearing multilayer cloth masks can block up to 50-70% of exhaled fine droplets, particles and aerosols. Another study has found that upwards of 80% of particles could be blocked by wearers of cloth masks, with cloth masks in some studies performing on par with surgical masks”.

Council is currently compliant with these requirements and will review if the legislation changes.

## **STRATEGIC PLAN**

### **Guiding Principle**

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

### **Key Foundation/s**

2. OUR COMMUNITY'S HEALTH & WELLBEING

3. OUR PEOPLE

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

- Create an informed and involved community by developing relevant and accessible communication channels.
- Create a psychologically safe environment where people feel they can share ideas and raise and resolve issues or concerns.

## **STATUTORY IMPLICATIONS**

The COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020 is the legislation which Council is required to abide by. Council is fully compliant with the requirements.

## **BUDGET IMPLICATIONS**

To ensure the COVID Safety Plans are implemented, there are costs associated with this. These costs have been budgeted for in Council's operational budget. Any change to the safety plans would require consideration.

## **RISK CONSIDERATION/S**

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
<b>Adopt the recommendation</b>				
Noting this report poses no risk consideration to Council				
<b>Do not adopt the recommendation</b>				

## **OFFICER'S COMMENT**

Council is currently fully compliant with the requirements as per our COVID safety plan and is going above the requirements to ensure all staff and visitors are kept safe during this time.

## **RECOMMENDATION**

That Council note the actions being undertaken by staff in relation to COVID safety requirements.

## **DECISION 07/22**

Moved Cllr Cheryl Arnol, seconded Cllr Grant Robinson that Council note the actions being undertaken by staff in relation to COVID safety requirements.

## **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil



## 8.2 Council Advertising Policy

Author: General Manager (Mr Greg Ingham)

Responsible Officer: General Manager (Mr Greg Ingham)

### **ATTACHMENT/S**

1. Draft Council Advertising Policy

### **PURPOSE**

To recommend that Council adopts the Council Advertising Policy as attached to this agenda item.

### **BACKGROUND/OVERVIEW**

The Council Advertising Policy establishes a standard for all Council advertising, including but not limited to development applications, events and information advertisements.

The updated Policy determines that Council when required will advertise in the appropriate daily newspaper (The Mercury and/or The Examiner), with the option to also advertise on Council's website, Council's Facebook, local media outlets and community notice boards.

Council's existing Advertising Policy was adopted in June 2019 and is now due for review. The new Policy includes all updated and related legislation, along with updated advertising locations for development applications.

### **STATUTORY IMPLICATIONS**

- *Local Government Act 1993*
- *The Land Use Planning and Approvals Act 1993*
- *The Glamorgan Spring Bay Interim Planning Scheme 2015*

### **STRATEGIC PLAN**

#### **Guiding Principle**

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

#### **Key Foundation/s**

1. OUR GOVERNANCE AND FINANCE

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

Be accountable and ensure good governance practice.

### **BUDGET IMPLICATIONS**

N/A

### **RISK CONSIDERATIONS**

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
<b>Adopt the recommendation</b>				
Nil.				
<b>Do not adopt the recommendation</b>				
Policy review date overdue	Low	Low	Low	Review and amend Policy for presentation to Council at a future meeting.

### **RECOMMENDATION**

That Council adopts the Council Advertising Policy as attached to this report.

### **DECISION 08/22**

Moved Cllr Annie Browning, seconded Cllr Cheryl Arnol that Council adopts the Council Advertising Policy as attached to this report.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil

### **8.3 Council Workshop Policy**

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Author: General Manager (Mr Greg Ingham)

Responsible Officer: General Manager (Mr Greg Ingham)

#### **ATTACHMENT/S**

1. Draft Council Workshop Policy

#### **PURPOSE**

To recommend that Council adopts the draft Council Workshop Policy as attached to this agenda item.

#### **BACKGROUND/OVERVIEW**

In order to promote and continue to improve the good governance within Glamorgan Spring Bay Council, a draft Council Workshop Policy has been developed. This is a Policy commonly adopted by Australian Local Government organisations.

Council Workshops in the last twelve months have been effective and of value. This Policy adds another dimension of good practice governance.

The Policy applies to all Councillors and staff of Glamorgan Spring Bay Council and is to be applied during all Council Workshops.

The main objectives of the Policy are to establish guidelines for the conduct of Council Workshop forums, which creates an opportunity for:

1. Councillors and officers to discuss matters and obtain and exchange information; and
2. Councillors to otherwise better inform themselves about:
  - a) the implementation of previous decisions of Council;
  - b) the ongoing operations of Council;
  - c) matters raised which may be the subject of consideration at a Council meeting
  - d) upcoming Planning Authority reports

Workshops are intended to provide a valuable opportunity to enhance the decision-making process by providing an opportunity for Councillors to ask questions and seek clarification of information prior to formal meetings.

This policy provides guidance to Councillors and Council officers on the conduct and value of Council Workshops.

The draft Policy was discussed at the Council Workshop held on 7 December 2021.

If adopted by Council at the January 2022 Ordinary Meeting, the Policy will be made available on Council's website and Staff Intranet.

#### **STATUTORY IMPLICATIONS**

- *Local Government Act 1993 (Tas)*
- *Glamorgan Spring Bay Council Code of Conduct*

#### **STRATEGIC PLAN**

##### **Guiding Principle**

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

##### **Key Foundation/s**

1. OUR GOVERNANCE AND FINANCE

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

Be accountable and ensure good governance practice.

## **BUDGET IMPLICATIONS**

N/A

## **RISK CONSIDERATIONS**

<b>Risk</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>	<b>Risk Mitigation Treatment</b>
<b>Adopt the recommendation</b> As Council works through implementation of this policy, initially there may be non-compliances.	Minor	Possible	Moderate	Regular reviews of the Policy are undertaken with actions to rectify non compliances in a timely manner consistent with the overall records management.
<b>Do not adopt the recommendation</b> By not having a Council Workshop Policy in place, governance control is reduced which may lead to confusion and ambiguity.	Low	Low	Low	Review and amend Policy for presentation to Council at a future meeting.

## **RECOMMENDATION**

That Council adopts the Council Workshop Policy as attached to this report.

## **DECISION 09/22**

Moved Deputy Mayor Jenny Woods, Cllr Annie Browning that Council adopts the Council Workshop Policy as attached to this report.

### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

## **8.4 2022 National General Assembly**

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Author: General Manager (Mr Greg Ingham)

Responsible Officer: General Manager (Mr Greg Ingham)

### **ATTACHMENT/S**

1. 2022 National General Assembly – discussion paper
2. 2022 Federal Election Priorities

### **PURPOSE**

The purpose of this report is to provide Glamorgan Spring Bay Council with information and the opportunity to submit a motion(s) for debate at the National General Assembly to be held in Canberra in June 2022.

### **BACKGROUND / OVERVIEW**

As the national voice of Local Government, the Australian Local Government Association (ALGA) advocates on behalf of Australia's 537 Councils for funding and policy outcomes that support local government.

The attached discussion paper has been prepared by ALGA assist council in developing motions. Councils motion(s) can address one or more of the issues identified in the discussion paper. Also attached to assist is the Federal Election Priorities document.

Motions need to meet the following criteria:

- Be relevant to the work of local government nationally;
- Be consistent with the themes of the NGA;
- Complement Tasmanian State policy objectives;
- Propose a clear action and outcome;
- Not be advanced on behalf of external third parties that may seek to use the NGA to gain national political exposure that are not in the interest of local government.

All motions should have a clear national objective, a summary of key arguments in support of the motion, and the endorsement of Council.

Also attached is a copy of ALGA'S Federal Election Priorities informed by motions passed at last years NGA and endorsed by the ALGA Board. They cover key priority portfolios of economic recovery, transport, community infrastructure, building community resilience and intergovernmental relations.

According to independent economists, and if implemented by the next Federal Government the key priorities they would create approximately 43,000 new jobs and add \$6.39 billion per annum to Australia's GDP.

Motions can be lodged online at [alga.asn.au](http://alga.asn.au) until 11:59pm on Friday 25 March 2022.

### **STRATEGIC PLAN**

#### **Our core purpose**

6. Advocating for the region with State and Federal Government.

#### **Key Foundations**

1. Our governance and finance
2. Our community's health and wellbeing
3. Our people
4. Infrastructure and Services
5. Our environment

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

- continue to advocate and maximise opportunities for our municipal area.

### **STATUTORY IMPLICATIONS**

Section 71 of the *Local Government Act 1993*

### **BUDGET IMPLICATIONS**

N/A

### **RISK CONSIDERATION/S**

Glamorgan Spring Bay Council doesn't participate at the 2022 National General Assembly representing our region, municipality, or the greater Tasmania.

### **OFFICER'S RECOMMENDATION**

That Council considers the 2022 National General Assembly discussion paper and associated information as presented and submitting a motion (s) for debate at the June 2022 NGA.

### **DECISION 10/22**

Moved Clr Rob Churchill, seconded Clr Grant Robinson that Council considers the 2022 National General Assembly discussion paper and associated information as presented and submitting a motion (s) for debate at the June 2022 NGA.

### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Clr Cheryl Arnol,  
Clr Keith Breheny, Clr Annie Browning, Clr Rob Churchill, Clr Grant Robinson,  
Clr Michael Symons

Against: Nil

*Clr Keith Breheny having declared an interest in item 8.5 left the meeting at 2.49pm.*

## **8.5 Swansea Courthouse Management Committee 2021 Annual Report**

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Author: General Manager (Mr Greg Ingham)

Responsible Officer: General Manager (Mr Greg Ingham)

### **ATTACHMENT/S**

1. Swansea Courthouse and Council Chambers Draft Business Plan
2. Swansea Courthouse Management Committee Terms of Reference
3. Swansea Courthouse Management Committee 2021 Annual Report

### **PURPOSE**

The purpose of this report is to present the Swansea Courthouse Management Committee's Annual Report to Council for consideration and noting, and to seek Council's endorsement for the Committee to manage the building for a further four years to 31 December 2025 and to consider inclusion of the Committee as a section 24 Committee.

### **BACKGROUND / OVERVIEW**

The above attachments provide a background and timeline pertinent to this summarised report.

The Council office in Swansea, which occupied portions of the Courthouse building and an ancillary building, was officially closed in June 2014. Since this time the building (Courthouse and ancillary buildings), has been in need of major repairs including a total roof replacement and floor support structure replacement to the Courthouse. Rising damp was identified as a significant issue on the western side of the Courthouse building in 2019 and ratification works have since been completed.

Council advertised its intention to dispose of the building in early 2016 which provoked action from some in the Swansea community who felt it should be kept in Council's ownership.

At its 23 August 2016 Ordinary Meeting, Council authorised the then General Manager to advise transfer of management of the old Council building (Courthouse and ancillary buildings) to a 'Courthouse Steering Committee and East Coast Community Arts Initiative' with certain conditions.

The Glamorgan Spring Bay Council passed the following resolution at its 26 September 2017 Ordinary Meeting:

1. *The current Swansea Courthouse Management Committee for a new Management Committee with ten members selected for their skills and representative of local and wider community and business interest no later than 30 November 2017.*
2. *Terms of Reference for the committee should be established and submitted to Council within three months of the formation of the committee*
3. *That Council retain the Swansea Courthouse and Council Office in public ownership until 30 December 2018 to allow the new committee time to prove their business plan*
4. *That a review of the success of the business plan be undertaken in November 2018.*

There doesn't appear to be a record of the adoption of the draft Business Plan or a review in November 2018 as per the above resolution, on Council files.

The Swansea Courthouse Management Committee is an incorporated body and therefore able to seek external funding by way of financial assistance grants.

The Courthouse Management Committee is not a Section 24 Committee of Council, but consideration should be given to it becoming so to enable a degree of transparency and control over decisions regarding on site activities, finances and any structural alterations that occur at the council owned asset.

Covid-19 has had an impact on the use of the Courthouse during the course of 2021 and will continue to do so for foreseeable future. It is therefore difficult for the Committee to forecast long term patronage and income.

The lack of WiFi connectivity and ablution facilities that do not meet current accessibility standards are seen as hindrances to increasing the use of the Courthouse. External funding will be sought to address these matters.

The ancillary buildings have been used by a veterinarian and currently a previous Council external office is occupied by East Coast Tourism under a peppercorn rent agreement.

It should be noted that the Courthouse building is State heritage listed and as such the exterior of the building cannot be altered without the Heritage Council approval.

## **STRATEGIC PLAN**

### **Guiding Principle**

Provide sound community governance, practices and processes

Seek and secure additional funds, grants to augment Council finances

Manage finances and administer the Council

### **Key Foundation**

1. Our Governance and Finance

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

- Be accountable and ensure good governance practice

### **Building Asset Management Plan Goals:**

- To provide safe and reliable building infrastructure for the community to enjoy
- Good governance
- Appropriate service levels
- Improved risk management
- Financial sustainability

## **STATUTORY IMPLICATIONS**

- *Local Government Act 1993*
- *Building Act 2016*
- *Building Regulations 2016*
- *National Construction Code*

## **BUDGET IMPLICATIONS**

External funding will continue to be sought to fund improvements and or major work to the Courthouse and Council Office. Routine maintenance can be funded from Councils annual building maintenance budget.

## **RISK CONSIDERATION/S**

Risk associated with Council endorsing the ongoing management of the Swansea Courthouse and associated facilities is considered minimal as the initiatives identified within the Business Plan are consistent with Council's Strategic Plan and Council's adopted 2021-2022 budget.

## **OFFICER'S RECOMMENDATION**

That Council:

1. Receives and notes the Swansea Courthouse 2021/22 Annual Report.
2. Endorses the Swansea Courthouse Management Committee Inc. to manage the Courthouse building for a further four years until 31 December 2025.



## **DECISION 11/22**

Moved Cllr Rob Churchill, seconded Cllr Annie Browning that Council:

1. Receives and notes the Swansea Courthouse 2021/22 Annual Report.
2. Endorses the Swansea Courthouse Management Committee Inc. to manage the Courthouse building for a further four years until 31 December 2025.

**THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil

*Cllr Keith Breheny returned to the meeting at 2.58pm*

*The Mayor advised Cllr Keith Breheny of the outcome of Council's decision in respect to Agenda item 8.5.*

## **8.6 Stormwater System Management Plan**

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Author: Director Works & Infrastructure (Peter Porch)

Responsible Officer: Director Works & Infrastructure (Peter Porch)

### **ATTACHMENT/S**

1. Draft Stormwater System Management Plan

### **PURPOSE**

To provide a draft of a proposed first version of a Stormwater System Management Plan for the Glamorgan Spring Bay Municipal Area which conforms with the Urban Drainage Act 2013, for adoption by council.

### **BACKGROUND / OVERVIEW**

Under the Urban Drainage Act 2013, Council is required to develop a Stormwater System Management Plan:

#### ***10. Stormwater system management plans***

- (1) A council must develop a stormwater system management plan for the urban area of its municipal area within 6 years after the day on which this Act commences.*
- (2) A stormwater system management plan is to specify –*
  - (a) plans for the management of any assets used for the delivery of a stormwater service; and*
  - (b) the level of risk from flooding for each urban stormwater catchment in the public stormwater system; and*
  - (c) any other matters prescribed in the regulations or that the council considers appropriate.*

This requirement has been recognized and funds have been assigned to the development of the same albeit outside the legislated time frame.

The development and adoption of the plan is also listed as an action (Task 7) in council's Hydraulic Infrastructure Asset Management Plan.

The last 18 months has seen urban development intensify in this municipality with many developments underway. Each one will impact on the volume and transmission of stormwater from source to sea. Additionally the change being observed, measured and responded to in the pattern of rainfall and its escalation of intensity, raises the importance of developing and implementing systems of control and management for stormwater and its potential for flooding impacts.

Council's consultant Hydrological Engineer has gathered information and conducted modelling over the past year to develop a stormwater management plan to meet the requirements of the Act.

This municipal area has numerous catchments in its isolated urban areas. The information council had on hand to develop and map the impacts of stormwater flow have been limited and resources have been assigned to identify the unidentified existing systems that form the networks.

This task physically locates the pipes and pits in backyards, under sheds, in road reservations and easements. Asset condition size and depths are surveyed which enables flood maps to be developed to show the potential of rainfall event flooding to occur.

The work is probably one third complete. Orford is substantially complete with works in Bicheno, Coles Bay, Swansea and Triabunna sporadically visited to address critical issues. As a result, the plan presented is a snapshot in time and the wording in the plan reflects progress to date and provides a guide as to how further development of catchment plans may be developed.

Over the past year council staff have been adding to the identified network for stormwater particularly with additional found assets as described in the Stormwater Asset Management Improvement Plan.

The table below identifies the increase in stormwater assets picked up during this period through updating as-constructed information from development and field truthing of assets in service:

<b>Asset Type</b>	<b>Original No.</b>	<b>No. found/added</b>	<b>Total</b>
<b>Nodes (manholes/pits)</b>	1038	771	1809
<b>Pipes</b>	913	725	1638
<b>Drains</b>	71	165	236
<b>Totals</b>	2022	1661	3683

In drainage assets alone, the increase is 82% of the previous asset register quantity. The value is yet to be determined. This work is by no means complete in terms of mapping existing assets and there is a significant addition in subdivision assets also underway consistent with or exceeding asset management plan projections for new assets.

While we plan to push developers to provide modelling for the impacts of their developments on the downstream environment, council is not able to provide information to developers on the catchment above their developments. This presents some difficulties which developers are likely to object to and fight. Information on one is contingent on the provision of the other.

As the present funds are exhausted for the development of catchment investigation we have little option in the short term but to require developers to provide the modelling as no budget exists for this work. Additional funding will be sought as we go forward to enable the completion of urban catchment mapping however the completion of the task is open ended at present.

Like Asset Management Plans, this plan will be reviewed when it is timely to do so to include updated information on existing and new drainage systems being added to the system or identified as existing.

A further document which needs to be developed is a stormwater policy. While a draft has been presented to council at an earlier workshop for information, relevant new information and Legal opinion on the extent of policy consistent with LUPAA and the Urban Drainage Act has been sourced through LGAT.

This will substantially increase the draft policy content and scope. Development of the policy will continue and integrate with the Stormwater System Management Plan content.

## **STRATEGIC PLAN**

Key Foundation: 1. Our Governance and Finance

Sound Governance and financial management that shows council is using ratepayer funds to deliver best value and impact for the GSBC community.

- Planned asset renewal expenditure based on agreed asset management plans.

Key Foundation: 4. Infrastructure and Assets

Delivering High quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.

- Develop plans policies and guidelines for built assets

## **STATUTORY IMPLICATIONS**

- Urban Drainage Act 2013
- Local Government Act (1993)

## **BUDGET IMPLICATIONS**

There are long term budget implications of a positive nature. The Stormwater System Management Plan is a strategic view of council's urban catchments and assists in setting risk based priorities on the planned expenditure of operational and capital funds.

There are no short term budget impacts associated with the adoption of the Plan.

## **RISK CONSIDERATION/S**

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
<b>Adopt the recommendation</b> The Draft plan becomes current. Positive risk consequence.				Positive consequence achieved. Guidance to direct a considered and consistent approach is provided.
<b>Do not adopt the recommendation</b> Plan establishment date further delayed – non-adoption likely due to concerns over content. Negative risk consequence.	Moderate	certain	Moderate	Review content and re-present plan to council at future meeting.

## **OFFICER'S ADVICE**

The development of the plan is an overdue action according to the Urban Drainage Act 2013 requirements. The proposed version provides substantial information to inform future works programs and a strategic approach to stormwater system development. While stormwater system development is an ongoing activity, the adoption of the draft plan presented will meet compliance with the requirements of the Act and the plan's review will provide timely updates of the plan content.

## **RECOMMENDATION**

That Council adopt the draft Glamorgan Spring Bay Stormwater System Management Plan and review the document by June 2024.

## **DECISION 12/22**

Moved Cllr Cheryl Arnol, seconded Cllr Grant Robinson that Council adopt the draft Glamorgan Spring Bay Stormwater System Management Plan as attached to this report and review the document by no later than June 2024.

## **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

## **8.7 Tender Delegation to General Manager**

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Author Director Works & Infrastructure (Peter Porch)

Responsible Officer Director Works & Infrastructure (Peter Porch)

### **ATTACHMENT/S**

Nil.

### **PURPOSE**

To request a decision of council to delegate authority to the General Manager to award a tender in excess of the General Managers Delegation.

### **BACKGROUND/OVERVIEW**

Council has a register of financial delegations under which, the General Manager has a delegation limit of \$250,000.

Presently, council has a tender in the market which will close this week. The value of the tender is likely to exceed the General Managers delegation and it is customary to bring a report to council to consider in closed session for consideration of a recommendation to award such tenders.

This particular project, Vicary and Esplanade Intersection Upgrade, which will incorporate the Cenotaph installation and the Electric Vehicle Charging Station is partially funded by Drought Grant funds of \$115,000. The balance is derived from road to recovery grant funds.

The Drought Grant fund completion dates have been extended three times and it has been made clear that they will not be extended again. The date by which these funds must be spent and the works done is the end of March 2022. This gives only 2 months to award the tender and have the project sufficiently complete to expend the grant funds.

Delays in development of the tender drawings have pushed the tender period to the present.

It is therefore critical to move to the tender review/negotiation and award process without delay.

### **STRATEGIC PLAN**

Key Foundation/s 4.  
Infrastructure and Services

Delivering high quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.

### **STATUTORY IMPLICATIONS**

- *Local Government Act 1993 under Section 333A - Division 2A Tenders and Contracts for goods and services.*
- *Local Government Regulations 2015 (S.R 2015, No.37) 28. Code for Tenders and Contracts*
- *Policy - Code for Tenders and Contracts*
- *Local Government Act 1993 S64 Delegation by General Manager*

### **BUDGET IMPLICATIONS**

Council has grant funds within the 2021-22 capital program from Road to Recovery for \$144,941 and Drought Relief for \$115,000 to fund works on this project.

### **RISK CONSIDERATIONS**

Key risks to council include risks associated with tendering and contract management which incorporate required insurance certification for Public and Products Liability; Plant and Equipment; Vehicles and Workers Compensation.

Other risks include compliance with the requirements of the Local Government Act and Regulations and councils Code for Tenders and Contracts for establishing contracts and tenders over \$100,000. Council's code for tenders and contracts requires that an open tender process be undertaken for projects over \$250,000.

The tender was advertised on the 8<sup>th</sup> January 2022 in the Mercury and Examiner newspapers and is scheduled to close on the 27<sup>th</sup> January 2022. Due to delays in specification documents an addendum had to be issued shortly after tender period commencement to provide a pricing schedule.

This RFT process complies with the code for tenders and contracts and is implemented to manage these risks of non-conformance with the Act and Regulations.

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
<b>Adopt the recommendation</b>				
Financial and legal Risks associated with tender and contract management	Moderate	Unlikely	Low	Follow governance processes including code for tenders and contracts. Staff trained and competent in managing contracts Panel established to review tenders in accord with the Code
<b>Do not adopt the recommendation</b>				
No alternative funding to apply to the project	Likely	Likely	High	The project will have to be abandoned until adequate funding can be sourced. Drought funding will be lost and road to recovery funds which have also been deferred will be at risk.

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

Recent information from industry experts suggests that projects are exceeding budgets developed by Quantity Surveyors by as much as 40%. It is anticipated that tenders will exceed the budget value and that negotiation with preferred tenderers will be required to modify the scope to the budget value. Potential savings have been identified to facilitate these negotiations if necessary.

The delay in contract documentation drawings has pushed the funding window to the limit. This measure is proposed as a means to expend the funds and create value for the community as intended by council with the adoption of this project in the capital works program.

#### **OFFICER'S RECOMMENDATION**

That Council delegate authority to the General Manager to award the contract for the Capital Project: Triabunna Road Realignment re Cenotaph/RSL corner in accord with the Code for Tenders and Contracts processes.

### **DECISION 13/22**

Moved Deputy Mayor Jenny Woods, seconded Cllr Keith Breheny that Council delegate authority to the General Manager to award the contract for the Capital Project: Triabunna Road Realignment re Cenotaph/RSL corner in accord with the Code for Tenders and Contracts processes.

#### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,  
Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson,  
Cllr Michael Symons

Against: Nil

## 8.8 Audit Panel Change in Chairperson

Author: Director Corporate & Community (Mrs Elysse Blain)

Responsible Officer: Director Corporate & Community (Mrs Elysse Blain)

### **ATTACHMENT/S**

1. Audit Panel Charter

### **PURPOSE**

To recommend that Council approve the change of Chairperson of the Audit Panel Committee to Mrs Heather Salisbury from Mr Mike Derbyshire.

### **BACKGROUND / OVERVIEW**

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

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

The current Panel Chairperson, Mr Mike Derbyshire was reappointed in the role at the Ordinary Meeting 15 December 2020 for the term 1 January 2021 to 31 December 2024. At the Audit Panel Meeting 30 November 2021, Mr Derbyshire has advised that due to other work obligations he seeks to step down from the Chairman role and revert to an independent member role. At the same meeting independent Panel member Mrs Heather Salisbury, appointed for the term 1 January 2021 to 31 December 2024 has offered to take up the role as Chairperson subject to Council approval.

### **STATUTORY IMPLICATIONS**

- Local Government Act 1993
- Australian Accounting Standards Board (AASB)
- International Financial Reporting Standards (IFRS)

### **BUDGET IMPLICATIONS**

Nil

### **RISK CONSIDERATION/S**

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



## **OFFICER'S COMMENTS**

The current Chairperson has been in the role for more than one full term and has worked through significant change in the organisation. Much appreciation should be expressed for the guidance over that time. It is good practice to bring in new expertise with fresh views and alternative experience. The request for change is supported.

## **RECOMMENDATION**

That Council:

1. Appoint Mrs Heather Salisbury to the role of Audit Panel Chairperson until 31 December 2023 and confirms the remuneration set at the 15 December 2020 Council meeting of \$1,110 for each Audit Panel meeting chaired.
2. Appoints Mr Mike Derbyshire as Independent Panel Member until 30 September 2022 and confirms the remuneration set at the 15 December 2020 Council meeting for an Independent Panel Member of \$495 for each meeting attended.
3. Will commence a process to appoint a new Independent Panel Member to ensure continuity of a second Independent Panel Member.

## **DECISION 14/22**

Moved Cllr Cheryl Arnol, seconded Cllr Rob Churchill that Council:

1. Appoint Mrs Heather Salisbury to the role of Audit Panel Chairperson until 31 December 2023, and confirms the remuneration set at the 15 December 2020 Council meeting of \$1,110 for each Audit Panel meeting chaired.
2. Appoints Mr Mike Derbyshire as Independent Panel Member until 30 September 2022, and confirms the remuneration set at the 15 December 2020 Council meeting for an Independent Panel Member of \$495 for each meeting attended.
3. Will commence a process by no later than June 2022 to appoint a new Independent Panel Member to ensure continuity of a second Independent Panel Member.

## **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

## 8.9 Minutes of Glamorgan Spring Bay Audit Panel

Author: Director Corporate & Community (Mrs Elysse Blain)

Responsible Officer: Director Corporate & Community (Mrs Elysse Blain)

### **ATTACHMENT/S**

1. Minutes of Meeting 30 November 2021

### **PURPOSE**

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

### **BACKGROUND / OVERVIEW**

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

As required by the Audit act, Tasmanian councils are audited annually through submission of their financial statements to the Auditor-General via the Tasmanian Audit office (TAO). The Audit panel plays an important role in reviewing these documents and has noted in their minutes the very pleasing result for the 2020/21 financial year reports. The TAO financial audit report for June 2021 has been circulated to the elected members.

The Panel met on 30 November 2021 at the Triabunna Council Office, with one Panel member attending online via Microsoft Teams. 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.

### **STATUTORY IMPLICATIONS**

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

### **BUDGET IMPLICATIONS**

Nil

### **RISK CONSIDERATION/S**

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

## **OFFICER'S COMMENTS**

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

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

## **RECOMMENDATION**

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meetings held on the 30 November 2021.

## **DECISION 15/22**

Moved Deputy Mayor Jenny Woods, seconded Cllr Grant Robinson that Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meetings held on the 30 November 2021.

## **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

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**9. NOTICES OF MOTION**

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Nil.

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## **10. PETITIONS**

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Nil.

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**11. QUESTIONS FROM COUNCILLORS**

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**11.1 Questions on notice by Councillors**

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Nil.

**11.2 Questions without notice by Councillors**

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Nil.

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## **12. CONFIDENTIAL ITEMS (CLOSED SESSION)**

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

- Item 1: Minutes of Closed Session – Ordinary Council Meeting held on 14 December 2021**  
As per the provisions of regulation 15 (2) (a) and (d) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 2: Processing Recyclable Materials – Establishment of a Joint Authority**  
As per the provisions of regulation 15 (2) (b) of the *Local Government (Meeting Procedures) Regulations 2015*.
- Item 3: Financial Hardship Application**  
As per the provisions of regulation 15 (2) (j) of the *Local Government (Meeting Procedures) Regulations 2015*.

### **RECOMMENDATION**

That Council moves into closed session at (Time: ).

### **DECISION 16/22**

Moved Cllr Cheryl Arnol, seconded Deputy Mayor Jenny Woods that Council moves into closed session at 3.11pm

### **THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0**

- For: Mayor Robert Young, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons
- Against: Nil

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

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**13. CLOSE**

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The Mayor declared the meeting closed at 4.01pm.

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

**Date:**

**Mayor Robert Young**