



**GLAMORGAN
SPRING BAY
COUNCIL**

ORDINARY COUNCIL MEETING AGENDA

TUESDAY 22 OCTOBER 2024

2:00 PM

Council Chambers, Triabunna

ACKNOWLEDGEMENT OF COUNTRY

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

NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 22 October 2024, commencing at 2:00 pm.

QUALIFIED PERSON CERTIFICATION

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

Dated this Thursday 17 October 2024



Peter Porch
ACTING GENERAL MANAGER

IMPORTANT INFORMATION

- As determined by Glamorgan Spring Bay Council in April 2017, all Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live.
- A recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

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

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1 OPENING OF MEETING

The Acting Mayor to welcome Councillors and staff and declare the meeting open at [time].

1.1 Present

1.2 Apologies and Leave of Absence

Leave of Absence

In accordance with r.39 of the Local Government (Meeting Procedures) Regulations 2015, the Chairperson hereby requests Leave of Absence for Mayor Cheryl Arnol for this meeting of Council, for personal reasons, and for Cllr Robert Young for this meeting of Council, for personal reasons.

RECOMMENDATION

That Council grant Mayor Cheryl Arnol leave of absence for the meeting of Council held on Tuesday 22 October 2024.

RECOMMENDATION

That Council grant Cllr Robert Young leave of absence for the meeting of Council held on Tuesday 22 October 2024.

1.3 In Attendance

1.4 Late Reports (Motion to receive required)

1.5 Declaration of Interest or Conflict

The Mayor requests Elected Members to indicate whether they have:

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

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 24 September 2024

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 24 September 2024 at 2:00pm be confirmed as a true and correct record.

2.2 Date and Purpose of Workshop(s) Held

TUESDAY 8 OCTOBER 2024

In accordance with the requirement of Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council Workshop was held from 1.30pm to 4.45pm on Tuesday 8 October 2024 at the Council Offices, Triabunna.

Present:

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

Apologies:

Clr Neil Edwards

In Attendance:

Peter Porch, Acting General Manager
Alex Woodward, Director Planning and Development
Elyse Blain, Director Corporate and Community

Guests

- Nicole Bartholomeusz
- Carlo Demaio
- Katie Pennington

Agenda

- PRIMM cohealth
- Draft - 2023/24 Annual Report
- Council Meetings - Audio Visual Recording and Live Streaming
- Request for Public Art Evelyn Jardine
- Review of Public Art Memorial Policy
- Review of Related Party Disclosures Policy
- Review of Delegation Register
- Proposed Council Office Closure – 2024 Christmas and New Year Holiday Period
- Proposed Schedule - 2025 Ordinary Meetings of Council

RECOMMENDATION

That Council notes the information.

3 PUBLIC QUESTION TIME

Public Question Time gives any member of the public the opportunity to freely ask a question on any Council related matter.

Answers to questions will be given immediately if possible or taken “on notice” if an ‘on the spot’ answer is not available.

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

3.1 Questions on Notice

Nil.

3.2 Questions Without Notice

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

4 PLANNING AUTHORITY SECTION

Nil Reports.

5 FINANCIAL REPORTS

5.1 Financial Reports for September 2024

Author: Director Corporate and Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Group Financial Statements 2024-09 [5.1.1 - 3 pages]
2. Capital Works Projects 2024-09 [5.1.2 - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended September 2024 as attached to this report are presented for the information of Council.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

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

RISK CONSIDERATIONS

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation				
There are no material risks from adopting this recommendation.				
Do not adopt the recommendation				
By not receiving and reviewing the major financial reports on a regular basis, such as the Profit & Loss, Statement of Cash Flows, Capital Works and Balance Sheet, Council risks not meeting its financial management obligations.	Likely	Likely	High	By not adopting the recommendation Council is not endorsing the financial reports for the period ending September 2024. Council needs to endorse.

OFFICER'S RECOMMENDATION

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

6 SECTION 24 COMMITTEES

Nil.

7 INFORMATION REPORTS

7.1 Director Works and Infrastructure - Peter Porch

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

ATTACHMENTS

Nil

PURPOSE

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

OFFICER'S COMMENTS

ASSET MANAGEMENT

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

With end of financial year information now processed including mandatory asset revaluations, the most up to date information has been used to inform the 2024 draft of the Strategic Asset Management Plan (SAMP). The draft will be workshopped with council prior to adoption. The information in the SAMP provides the foundational financial needs which inform the Financial Management Strategy and Long-Term Financial Plan reviews being conducted before the end of the financial year.

CONSULTANT SERVICES

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

- Design work for:
 - Triabunna Tomorrow Vicary and Charles St streetscapes
 - Marina Amenities upgrade
 - Nailer Avenue, Gamble and Harvey Crescents
 - Stormwater upgrade 49 Rheban Road (in conjunction with developer)
- Project Management
- Bridge renewal detailed specification Ferndale Road
- Level 3 bridge assessment for the Prosser suspended walking bridge

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- Swanston Rd, Gumleaves, Little Swanport, maintenance grade - completed
- Seaford Rd, Little Swanport, partial maintenance grade - completed
- Hermitage Road, Triabunna maintenance grade - completed
- Cold mixing of potholes across the municipality - Ongoing across municipality- approx. 4 ton of cold mix placed for September.
- Spray sealing maintenance on sealed roads - Being undertaken in Triabunna/Orford and Buckland for September.
- 7 X box outs of base failures in Swansea- Box outs completed, resealing being scheduled.
- Box outs Kent St, Buckland - Box outs completed, resealing being scheduled
- Rheban Road detour for Wielangta Rd for >10t trucks - progressing:
 - trimming of all overhanging trees and on corners for visibility- completed.
 - extra signage to be erected a) narrow road for 8klm, b) truck symbol signage, c) 50km/hr speed limit- completed.
 - widen hair pin corner at first cattle grid- completed.
 - remove gate/centre rail on first cattle grid- completed following consultation with landowner.
 - Widening of S bend corners on unsealed section- underway.
- Unsealed road inspection for September: 3
- Two bridges on Brockley Rd, Buckland, decking repairs - PO issued to TasSpan, planned to complete in October.
- Unemployed Gully, Nugent Rd Buckland, re-decking - PO issued to TasSpan, planned to complete in October.
- Swanston Rd bridge, Little Swanport, replace 16 decking boards- PO issued to TasSpan, planned to complete in October.
- Roadside weed spraying of sealed and unsealed roads- ongoing
- Street sign survey of Buckland/Orford/Triabunna and surrounding areas- completed.
- Street sign survey of Swansea and surrounding areas- underway.
- Remove of dangerous footpath on Tasman Hwy, Bicheno opposite United service station, approx. 30m section – underway.
- Numerous subdivision inspections across the whole municipality – Ongoing.

STORMWATER, DRAINAGE

- Open drain and culvert/cross over maintenance - ongoing across municipality.
- Cleanout of Raspin Beach (Orford) waterway adjacent to caravan park - completed.
- Cleanout of open drains on top side of Old Convict Rd, Orford – Underway.
- Gross Pollutant Trap Maintenance strategies for all assets across the municipality - 80% completed.
- Camera stormwater pipes in Orford golf club grounds to check for pipe failure - completed no issues identified.

WASTE MANAGEMENT

- Procurement of new 40m3 WTS skip bins - site meeting with TryTas completed, awaiting design approval from cartage contractor.
- Solar recharging unit at transfer stations for charging EFTPOS machines - trial unit currently been tested at Swansea WTS.
- Mulching of green waste piles at all transfer stations- scheduled for early December 2024 before busy period.
- Garage Trail Sale promotions underway. The initiative is a national event enabling promotion of Garage Sales as a mechanism to encourage reuse and diversion of material from landfill. Residents are encouraged to engage with the opportunity and register their garage sale with “garagesaletrail.com.au” for resources to assist and a mechanism for measuring waste diversion.

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- 15 weekly playground inspections for the month across the entire municipality.
- Damaged exercise equipment at Our Park, Orford - repair completed.
- Installation of rubber cushion pads under swings and for disability access to swings- quote received for first 6 swings, then look at rolling out over other playgrounds going forward.
- Tree trimming in high-risk locations (parks and public spaces) across municipality:
 1. Remove dangerous tree in Burgess St, Bicheno – completed.
 2. Removal of dangerous tree overhanging Gulch car park – completed.
 3. Dead wooding of two Blue Gums at 272 Rheban Rd, Spring Beach – completed.
 4. Dead wooding of large trees in reserve next to 31 Barton Ave, Triabunna – completed.
- Top soiling and seeding of East St, Buckland where large stumps were removed- completed.
- Cut down and remove large dead Pine tree near Duck Park Swansea – completed.
- Harold St, Coles Bay reserve fire management- Currently engaging all stakeholders to have input to constructing fire break/control lines along the back of Brooker Street properties as per the 2015 Fire Management Plan for these reserves- underway.
- Damaged stairs to foreshore at end of Swanwick Road - Investigating the actual owner/responsible party for this structure.
- Quantified tree risk assessment process (QTRA) – 2 X QTRA completed for September.

BUILDINGS AND MARINE INFRASTRUCTURE

- Sourcing contractor with fit for purpose equipment to high pressure clean boat ramps- trial undertaken at Triabunna boat ramps, very good outcome not just for boat ramps but for all concrete/paved surfaces in reserves/streets.
- Critical maintenance being conducted by contractors on Triabunna Boat Ramp and Saltworks Jetty.
- Programmed maintenance completed on 2 floating jetties.
- Powerboard audit ongoing.

- Monitoring water usage at Our park Orford, Triabunna Recreation ground and Triabunna hall to verify water accounts. Follow up of Taswater relating to a failed water plug continues.
- Follow up with Taswater continues for the failing infrastructure near the shut off valve on the western shore of the Marina.
- Projector mount in Bicheno hall to be replaced.
- Form 46 inspections completed for all council buildings.
- All northern marine assets inspected. Maintenance and cleaning program in development.
- Enquiry with Tasnetworks into intermittent phase drop out on marina west ongoing. Repaired six times to date. Part of a larger issue to be resolved.
- Maritime memorial cleaning and repairs completed. New plaque to be installed.

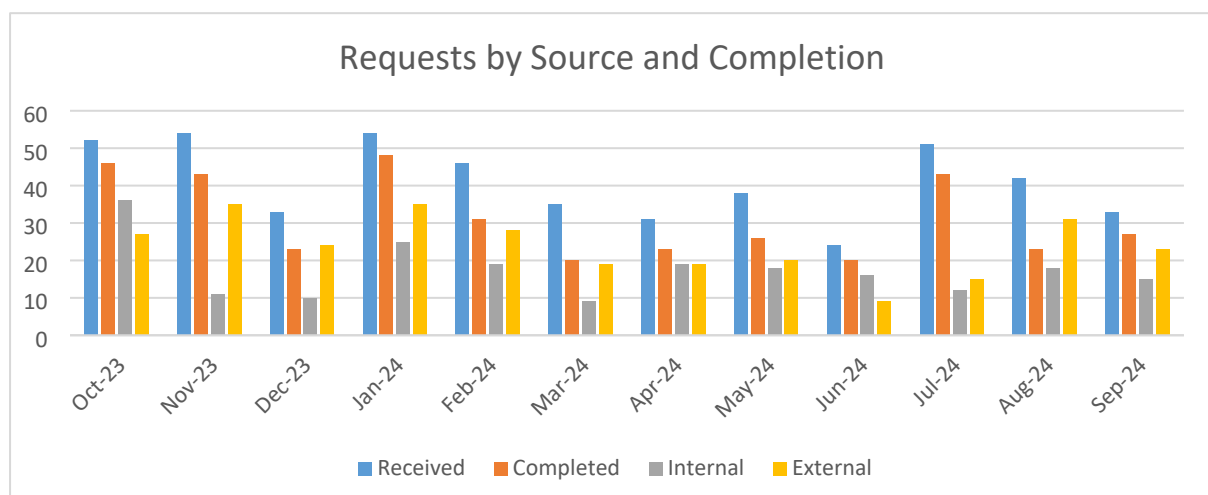
EMERGENCY MANAGEMENT

After hours rostering carried out as scheduled.

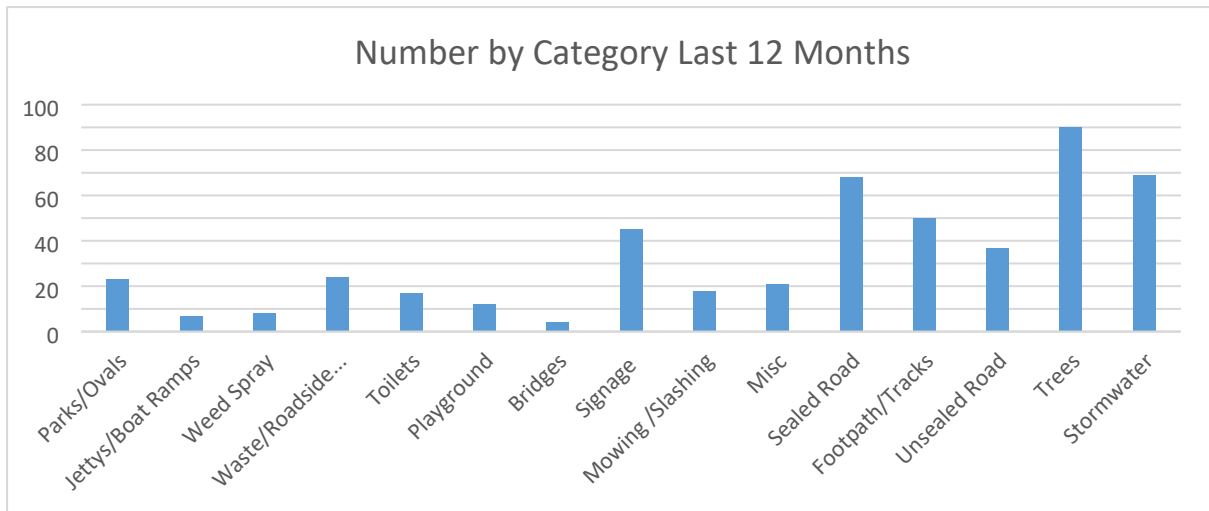
- Large quantity of tree cleanups/fence repairs needed across entire municipality due to strong winds during September – completed.
- Participation in Southern Regional Emergency Management Committee desk top exercise.
- 3-day training completed for 2 staff in Foreshore Oil Spill response.

CUSTOMER REQUESTS

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



The requests are sorted into categories to provide an overview of the areas showing the most interest or greatest need for attention as per the bar chart below:



CAPITAL WORKS

- Twamley Rd (Buckland) 1.6klm re-sheet- 70% completed (wet weather hindered completion).
- Wielangta Rd 1.6klm re-sheet at end of road- planned for October/November.
- Shipping container installed in Swansea for and in conjunction with the Community Hub.
- Kerb and Channel cul-de-sac head works commenced in Bluff Court Spring Beach.
- Pit and pipe works underway with new pit on existing pipe on Rheban Road. Replacement pit Franklin St Triabunna and 2 in Prosser St Orford.
- Mega Toy climbing equipment at Our Park (Orford) condemned - quotes for replacement received, currently out to community for consultation. Plan on replacement equipment being installed before Christmas.
- Orford transfer station fencing in planning.
- Bicheno blackwater relocation – seeking options through BCDA for alternative sites. Morrison St opposite Fire Station presently the preferred location, subject to viable alternatives.

Grant funded

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

- Bicheno Gulch – Track works completed. Bitumen seal to commence before the end of October.
- Coles Bay Foreshore Trail – programming installation of elevated walkway section and seal of final sections of track.
- Bicheno Triangle – Revised grant deed dates received enabling contract finalisation. Works being scheduled for completion before end of financial year.
- Resealing and pavement rehabilitation program contract awarded to Andrew Walter Constructions. Preparations underway for works commencement.
- Coles Bay Annex is proceeding well, the slab has been poured and the new outflow beds, septic and AWTS installed, inspected by designer and certifier completed and commissioned. Harold St toilets are open again to the public.

- Swanwick footpath design complete and quotes sought.
- Grant mechanisms for Triabunna Tomorrow streetscapes and amenities being developed in consultation with State Growth.
- Saltworks toilets and carpark – reviewing plans on site with funding partners.

PLANT AND VEHICLES

- Replacement grader ordered.
- 2 replacement utilities received.

GENERAL

- Working with State Growth on a third grant application for 17 Acre Creek Bridge replacement.
- Applications for the Black Summer Bushfire grant funded fire fighting water tank program ran through September. Applicants will be contacted in due course.

RESERVE BOOKINGS, ROAD CLOSURES AND EVENT SUPPORT

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

- Freycinet Challenge 5th and 6th October
- Seafarers Memorial 20th October
- Bicheno Food and Wine Festival 16th November

RECOMMENDATION

That Council notes the information.

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 Proposed Council Office Closure – 2024 Christmas and New Year Holiday Period

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

Nil

PURPOSE

The purpose of this report is to request Council's endorsement of the proposed closure of the Council Office over the 2024 Christmas/New Year Holiday period.

BACKGROUND/OVERVIEW

It is proposed that the Christmas/New Year closure period for 2024 is as follows:

- Business closes on **Thursday 19 December 2024** at **12:00pm** and re-opens on **Friday 20 December 2024** at **9:00am**.
- Business closes on **Tuesday 24 December 2024** at **4:30pm** and re-opens on **Thursday 2 January 2025** at **9:00am**.

Arrangements will be put in place in respect to the taking of annual leave by staff as required.

As per Council's Enterprise Bargaining Agreement (2022-2025) section 37 states: "The three days between Christmas and New Year will be paid as Christmas gratia leave and will not be deducted from an employee's leave accruals. If the employee is required to work on any of these days or part thereof, they are to be taken in lieu."

Therefore, the following entitled days will be taken as "Christmas Gratia Leave":

- Friday 27 December 2024
- Monday 30 December 2024
- Tuesday 31 December 2024

As per previous years, a roster system will be developed for the Works staff to ensure essential tasks and emergency work can be carried during this Christmas/New Year period.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Nil.

BUDGET IMPLICATIONS

Any costs associated with Annual Leave taken by staff will be in accordance with individual officer entitlements.

RISK CONSIDERATION/S

No risks are identified in closing the Council Office during the Christmas/New Year period.

OFFICER'S COMMENTS

Should Council endorse the proposed office closure, the General Manager will advertise the closure accordingly.

OFFICER'S RECOMMENDATION

That Council endorses the closure of the Triabunna Council Offices from 12:00pm on Thursday 19 December 2024, to reopen at 9:00am on Friday 20 December 2024; and from 4:30pm on Tuesday 24 December 2024 to re-open on Tuesday 2 January 2025 at 9.00am.

8.2 Proposed Schedule - 2025 Ordinary Meetings of Council

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

Nil

PURPOSE

The purpose of this report is to provide a schedule of proposed meeting dates for the 2025 Ordinary Meeting of Council to Council for review, consideration, and adoption.

BACKGROUND/OVERVIEW

Regulation 4(4) of the *Local Government (Meeting Procedures) Regulations 2015* (the "Regulations") requires that an Ordinary Meeting of a Council is to be held in each month.

The proposed dates for Ordinary Council Meetings for 2025 continue to be scheduled for the fourth Tuesday of each month, commencing at 2:00pm in the Council Chambers, except for:

- the April 2025 Ordinary Meeting which is proposed to be held on Tuesday 29 April 2025 due to Tuesday 22 April 2023 being Easter Tuesday; and
- the December 2025 Ordinary Meeting which is proposed to be held on Tuesday 9 December 2025 at 3.30pm due to the Christmas holiday period and the scheduling of the Annual General Meeting; and
- the Annual General Meeting which is proposed to be held on Tuesday 9 December commencing at 5:30pm due to the requirement for Council's to hold an Annual General Meeting not later than the 15 December each year.

Meetings will continue to be lived streamed to the public during 2025.

If the proposed meeting dates are adopted by Council, the General Manager will ensure that a public notice containing the times and places of the Ordinary Council Meetings is published in accordance with r7(2) of the Regulations.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

- *Local Government Act 1993*
- *Local Government (Meeting Procedures) Regulations 2015*

BUDGET IMPLICATIONS

Other than advertising costs, no significant budget implications are identified in Council adopting of the proposed 2025 schedule of Ordinary Meetings of Council and Council's Annual General Meeting as presented.

RISK CONSIDERATION/S

By not adopting and advertising its schedule of dates for the 2025 Ordinary Meetings of Council and the 2025 Annual General Meeting Council risks non-compliance with the requirements of the Regulations.

OFFICER'S COMMENTS

It is recommended that the 2025 Ordinary Meetings of Council continue to be held on the fourth Tuesday of each month commencing at 2.00pm in the Council Chambers, Triabunna (subject to public holidays).

It is further recommended that the December 2025 Ordinary Meeting of Council be held on the second Tuesday being the 9 December 2025, and that the 2025 Annual General Meeting be held at 5.30pm on the 9 December following the Ordinary Meeting of Council.

MEETING DATE	TIME
Tuesday 28 January 2025	2:00pm
Tuesday 25 February 2025	2:00pm
Tuesday 25 March 2025	2:00pm
Tuesday 29 April 2025	2:00pm
Tuesday 27 May 2025	2:00pm
Tuesday 24 June 2025	2:00pm
Tuesday 22 July 2025	2:00pm
Tuesday 26 August 2025	2:00pm
Tuesday 23 September 2025	2:00pm
Tuesday 28 October 2025	2:00pm
Tuesday 25 November 2025	2:00pm
Tuesday 9 December 2025	3:30pm
Tuesday 9 December 2025 (Annual General Meeting)	5:30pm

It is also recommended that Special Council Meetings be held at any time.

OFFICER'S RECOMMENDATION

That Council by absolute majority:

1. Adopts the following schedule of dates for the 2025 Ordinary Meetings of Council; and
2. That the 2025 Annual General Meeting of the Glamorgan Spring Bay Council be held on Tuesday 9 December 2025 commencing at 5.30pm; and
3. That Special Meetings of Council can be held at any time.

MEETING DATE	TIME
Tuesday 28 January 2025	2:00pm
Tuesday 25 February 2025	2:00pm
Tuesday 25 March 2025	2:00pm
Tuesday 29 April 2025	2:00pm
Tuesday 27 May 2025	2:00pm
Tuesday 24 June 2025	2:00pm
Tuesday 22 July 2025	2:00pm
Tuesday 26 August 2025	2:00pm
Tuesday 23 September 2025	2:00pm
Tuesday 28 October 2025	2:00pm
Tuesday 25 November 2025	2:00pm
Tuesday 9 December 2025	3:30pm
Tuesday 9 December 2025 (Annual General Meeting)	5:30pm

8.3 Review of Delegation Register

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Delegations Register Glamorgan Spring Bay Council September 2024 Review Copy [8.3.1 - 101 pages]

PURPOSE

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

BACKGROUND/OVERVIEW

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

The review of Councils Delegation Register (to the General Manager) and the Instrument of Delegation from the General Manager is an ongoing process, necessitating amendments in response to legislative changes and operational requirements. Council last reviewed its Delegations Register in February 2024.

The changes to the Delegations Register are indicated below:

- **Neighbourhood Dispute About Plants Act 2017 (Tas)**
The Neighbourhood Disputes About Plants Act 2017 (Tas) added to the register in relation to authority to appear in respect to applications to TASCAT made under Part 4 of that Act.
- **Position Title Change:**
Environmental Health Officer has been changed to Senior Environmental Health Officer throughout the document.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

- Local Government Act 1993, in particular S.22 and S.64

- Various Acts as outlined within the Delegation Register

BUDGET IMPLICATIONS

There are no budgetary implications associated with this recommendation.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation Some delegations can have significant consequences if not utilised correctly.	Unlikely	Moderate	Moderate	Sub-delegation only provided to trained staff with procedures outlined on how to use delegations.
Do not adopt the recommendation Council would be unable to fulfill its statutory obligations.	Possible	Moderate	Moderate	Review and submit at a future Council meeting.

OFFICER’S COMMENTS

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

OFFICER’S RECOMMENDATION

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

8.4 Review of Related Party Disclosures Policy

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Related Party Disclosures Policy 2024 review [8.4.1 - 18 pages]

PURPOSE

The purpose of this report is for Council to consider the revised Related Party Disclosure Policy.

BACKGROUND/OVERVIEW

In January 2021, Council adopted the *Related Party Disclosures Policy*, which outlines the disclosure requirements set by the Australian Accounting Standard AASB 124 for related party disclosures. This initial policy was developed using a template created by a working group that included representatives from the Tasmanian Audit Office, the Local Government Division of the Department of Premier and Cabinet, Clarence City Council, and the Local Government Association of Tasmania.

A review of the policy has been conducted, leading to minor updates primarily focused on updating dates and ensuring clarity. These adjustments reinforce the policy's effectiveness in promoting transparency and accountability within Council.

The revised Related Party Disclosures Policy was presented to Council at a Workshop held on 8 October 2024. If adopted by Council, the Policy will be made available on Council's website and staff and Councillor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124).

BUDGET IMPLICATIONS

No budget implications are identified in the adopting of the updated Policy.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.				Nil.
Do not adopt the recommendation Policy review date overdue.	Possible	Minor	Moderate	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The draft Policy has been reviewed in accordance with Council's Corporate Calendar and is recommend for adoption. The Policy remains consistent with AASB 124 and updates include minor changes.

OFFICER'S RECOMMENDATION

That Council adopts the revised Related Party Disclosures Policy as attached to this report item effective 22 October 2024.

8.5 Fee Exemption and Reduction Policy

Author: Director Planning and Development (Alex Woodward)

Responsible Officer: Director Planning and Development (Alex Woodward)

ATTACHMENT/S

1. New Policy - Fee Exemption and Reduction Policy 2024 [**8.5.1** - 6 pages]
2. Current Policy - Planning Building Fees Policy [**8.5.2** - 7 pages]

PURPOSE

To recommend that Council's Planning and Building Fees Policy be rescinded and replaced with the attached Fee Exemption and Reduction Policy.

BACKGROUND/OVERVIEW

In August 2019, Council last reviewed the Planning and Building Fees Policy. This policy was intended to outline the circumstances for waiving, reducing, or refunding fees payable for applications under the *Land Use Planning and Approvals Act 1993* or for permits under the *Building Act 2016*.

However, an internal review, conducted in line with Council's Corporate Calendar, has identified that the policy could be more effective if applied to all Council fees and charges, rather than being limited to Planning and Building fees.

As a result, it is proposed that Council rescind the current Planning and Building Fees Policy and replace this with the attached Fee Exemption and Reduction Policy.

If adopted, the new policy will be made available on Council's website, as well as on the staff and Councillor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

- *Local Government Act 1993*
- *Building Act 2016*
- *Dog Control Act 2000*
- *Environmental Management and Pollution Control Act 1994*
- *Food Act 2003*
- *Land Use Planning and Approvals Act 1993*
- *Urban Drainage Act 2013*

- *Local Government (Highways) Act 1982*
- *Public Health Act 1997*

BUDGET IMPLICATIONS

By rescinding this Policy, there will be no material impacts on Council’s budget.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.				Nil.
Do not adopt the recommendation Policy review date overdue.	Low	Low	Low	Review and amend Policy for presentation at a future Council Meeting.

OFFICER’S COMMENTS

The current policy is outdated and no longer considered effective for addressing the needs of the organisation. Officers believe that adopting the new Fee Exemption and Reduction Policy will provide greater clarity, flexibility, and relevance.

This updated policy is designed to be more comprehensive, ensuring that fee exemptions and reductions are applied in a more consistent and efficient manner across all departments.

Moving forward with this new policy will enhance our ability to respond to various requests, ultimately benefiting both the Council and the community by streamlining processes and aligning with current operational needs.

OFFICER’S RECOMMENDATION

That Council rescinds the Planning and Building Fees Policy and adopts the Fee Exemption and Reduction Policy as attached to this report item effective 22 October 2024.

8.6 Landscape Recovery Foundation Annual Report

Author: Director Planning and Development (Alex Woodward)

Responsible Officer: Director Planning and Development (Alex Woodward)

ATTACHMENT/S

1. Annual Report 2024 [8.6.1 - 4 pages]

PURPOSE

To present the Annual Report from the Landscape Recovery Foundation to Council for noting.

BACKGROUND/OVERVIEW

In July 2022, Council endorsed a report to enter a Memorandum of Understanding (MOU) with the Landscape Recovery Foundation (LRF) to deliver Natural Resources Management Services in the Glamorgan Spring Bay Local Government Area.

This MOU outlined how LRF will assist Council in delivering several key objectives in the Strategic Plan 2020-2029. Furthermore, it goes on to specify the following key objectives of the partnership:

1. To ensure the effective and efficient delivery of NRM Services.
2. To facilitate a new way forward for NRM in GSB that recognises and values the input, expertise and contributions of key stakeholders to date including those of the NRM committee, community members and other stakeholders who have worked with GSBC to further NRM in GSB.
3. To foster community engagement.
4. To provide technical expertise and facilitate input from a range of experts in order to implement effective NRM.
5. To ensure that NRM activities align with the values and objectives of both organisations.
6. To ensure effective communication between partners and with key stakeholders and community, and
7. To facilitate the sharing of knowledge and skills for effective Natural Resource Management

LRF have recently completed an Annual Report which can be found in [Attachment 1](#). This report provides a brief overview of the activities conducted by LRF and the East Coast Catchments Committee.

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community
4. Our Environment

This means

Involving, engaging, and equipping groups and individuals in Natural Resource Management. Investing in external expertise and capacity to complement Glamorgan Spring Bay Council resources.

STATUTORY IMPLICATIONS

Not applicable to this report.

BUDGET IMPLICATIONS

Not applicable to this report.

RISK CONSIDERATION/S

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation There is no material risk with adopting this recommendation as it is for noting only.				
Do not adopt the recommendation There is no material risk with not adopting this recommendation as it is for noting only.				

OFFICER’S COMMENTS

Overall, the agreement has been quite successful and Council has complemented this work, by recruiting a part time Natural Resources Officer. Officers have been working closely with the LRF and to date there has been several successful outcomes.

OFFICER’S RECOMMENDATION

That Council note the Annual Report presented by the Landscape Recovery Foundation.

8.7 Community Small Grant - Spring Bay RSL Sub-Branch Inc

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Community Small Grant Application - Spring Bay RSL Sub-Branch Inc [8.7.1 - 8 pages]

PURPOSE

Recommendation for Council to approve a Community Small Grant application of \$1,000 to Spring Bay RSL Sub-Branch Inc as a contribution towards the permanent enclosure of the BBQ extension of the Triabunna RSL building.

BACKGROUND/OVERVIEW

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

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

The Spring Bay RSL Sub-Branch, based in Triabunna, is a community-driven organization committed to supporting veterans, their families, and the broader community. It plays a vital role in organising important commemorative events like ANZAC Day and Remembrance Day, while also serving as a hub for local activities, gatherings, and support programs, including the "Lunch for Mates" initiative. As a not-for-profit, the Sub-Branch provides affordable venue hire, ensuring that local groups and individuals have access to a welcoming, functional space for various events.

This application from Spring Bay RSL Sub-Branch Inc. seeks a contribution toward the permanent enclosure of their BBQ extension, aimed at enhancing the outdoor area and increasing seating capacity for memorial services and community events.

The project involves replacing the existing plastic blinds with aluminium windows and sliding glass doors to create a weatherproof, comfortable space. This upgrade will double the seating capacity, accommodating an additional 40 people, and improve the facility's usability year-round. It will also address the growing demand for larger, more versatile spaces to support popular programs like "Lunch for Mates" and other community events.

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Developing our facilities to be accessible and inclusive for all.

STATUTORY IMPLICATIONS

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

77. Grants and benefits

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

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

a. in-kind assistance; and

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

c. remission of rates or charges under Part 9.

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

BUDGET IMPLICATIONS

Applications for funding are considered throughout the financial year until such time as the available funds are exhausted. There is a \$15,000 Community Small Grants Program provision in the 2024/25 budget. As at 7 October 2024 there is \$5,808 of the budget available to support this application.

RISK CONSIDERATION/S

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

OFFICER'S COMMENTS

By improving the facilities, the project will encourage greater involvement in commemorative events and social gatherings, fostering a stronger sense of community and comfortable space for community members to socialise.

Integrity Assessment:

The Spring Bay RSL Sub-Branch Inc are a registered incorporated association Registration Number: # IA10205

Criteria Assessment:

This application satisfies the necessary criteria of the relevant policy.

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

OFFICER'S RECOMMENDATION

That Council approve the application for Community Small Grant funding of \$1,000 to Spring Bay RSL Sub-Branch Inc as a contribution towards the permanent enclosure of the Triabunna RSL club BBQ extension.

8.8 Request for Event Support - Coles Bay Triathlon 2025

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

Nil

PURPOSE

To request for Council to provide Event funding support to Atlas Events for the Coles Bay Triathlon on Saturday 8th February 2025.

BACKGROUND/OVERVIEW

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

Council has received an application from Atlas Events Pty Ltd ABN 35 650 446 512, seeking financial support for the Coles Bay Triathlon, scheduled for Saturday 8th February. Atlas are a private organisation and acquired the rights to run the Coles Bay Triathlon in 2022. This is a ticketed event for participants and has sponsored prizes from many organisations. This year will mark the 15th anniversary of the Triathlon at Coles Bay.

Council also supports two other similar sporting events in the region. Freycinet Challenge is spring and the Winter Challenge in winter.

The Coles Bay Triathlon consists of a half triathlon including swim 1.9km, cycle 90 km, run 21.1km as well as shorter sprint version of the same format. These are endurance activities that provides mental and physical health benefits to participants and provides an opportunity for all fitness levels to engage.

The event has strong economic impacts for the Coles Bay area as it draws media and visitors to the area for the spectacle and as support teams. The 2025 race is expecting to attract 350 participants and a further 300 spectators/supporters to the Coles Bay area.

Council has been supporting this event for many years with the following contributions in recent years:

Over the past 7 years, through a combination of in-kind support and financial assistance, Council has contributed an estimated \$13,000 to this event, based on the information available to officers.

YEAR	SUPPORT
2024	\$1,500 and In-kind support
2023	\$1,500 and In-kind support
2022	\$950 and In-kind support
2021	N/A
2020	\$1,500
2019	\$2,000
2018	\$2,000
2017	\$3,000

The application received from Melissa West Operations and Partnerships Manager at Atlas Events seeks support from Council for the following:

1. Cash contribution of \$4,000 towards promoting the Coles Bay Triathlon on social media and marketing campaigns and general operational costs.
2. In-kind support consists of:
 - Permit & Application Fees for access to council land
 - Advertising for the road closure.
 - Waste removal includes provision of wheelie bins and liners.
 - Access to the power box at Muir's Beach on the grassed area opposite Iluka.

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

- Support and facilitate social and community events that promote community health and wellbeing.

STATUTORY IMPLICATIONS

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

77. Grants and benefits

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

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

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

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

BUDGET IMPLICATIONS

Council has an allocation of \$27,000 for events and programs in the 2024/25 budget, with approximately \$5,000 for Council events and programs. As at 7 October 2024 there is \$11,000 available from this budget for this funding request.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation There may be questions in relation to how Council apportions funds to events.				All applications are approved by Council in open session.
Do not adopt the recommendation The grant may have been intended to fund an event that would positively impact the community.	Possible	Moderate	Moderate	

OFFICER'S COMMENTS

The Coles Bay Triathlon organisers have asked for a high level of support from Council compared to other events. Council officers suggest the following support:

- Cash contribution: \$4,000 towards promoting the Coles Bay Triathlon on social media and marketing campaigns.
- In kind contribution \$1,000: Council can supply services that are within the usual range of operational works as resources permit including:
 - Advertising fees for the road closure of Council owned road
 - Application fees for the recreational space (green area)
 - Supply, deliver and collect, 12 rubbish bins (red lid) and liners for the event. Damaged bins are to be repaired/replaced at the cost to the organiser.
 - Advertising of the event on Council's social media and website.

In the event that funding is provided, it is a requirement that the council logo is displayed on the Coles Bay Triathlon website and at the event on the day to acknowledge any support provided.

Festivals bring many benefits to our communities, such as boosting the local economy and attracting more tourists. Retail and tourism businesses can benefit from the increased visitor numbers. This event will have a positive economic effect for the area particularly for accommodation and eats. Council are very pleased to support Coles Bay Triathlon as one of the key events in our municipality.

OFFICER'S RECOMMENDATION

That Council provides to Atlas Events Pty Ltd ABN 35 650 446 512 for the Coles Bay Triathlon to be held on 8 February 2025 the following event grant funding and support:

1. Cash contribution of \$4,000 towards promoting the Coles Bay Triathlon and marketing campaigns and general event costs; and
2. In kind contribution of Council services that are within the usual range of operational works as resources permit including:
 - a. Advertising fees for the road closure of Council owned road;
 - b. Application fees for the recreational space (green area);
 - c. Supply, deliver and collect, 12 rubbish bins (red lid) and liners for the event.

9 NOTICES OF MOTION

Nil.

10 PETITIONS

Nil.

11 COUNCILLORS

11.1 Questions on Notice by Councillors

Nil.

11.2 Comments/statements

12 CONFIDENTIAL ITEMS (CLOSED SESSION)

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

Item 1: Minutes of Closed Session – Ordinary Council Meeting held on 24 September 2024

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

Item 2: Personnel Matter

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

RECOMMENDATION

That Council moves into Closed Session at [time].

The Mayor to confirm that the recording has been terminated.

13 CLOSE

The Acting Mayor to declare the meeting closed at [time].

CONFIRMED as a true and correct record.

Date: **Mayor Cheryl Arnol**