



ORDINARY COUNCIL MEETING AGENDA

TUESDAY 26 AUGUST 2025

2:00 PM

Council Chambers, Triabunna

ACKNOWLEDGEMENT OF COUNTRY

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

NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 26 August 2025, commencing at 2:00 pm.

QUALIFIED PERSON CERTIFICATION

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

Dated this Thursday 21 August 2025



James Bonner
ACTING GENERAL MANAGER

IMPORTANT INFORMATION

- All Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live.
- A recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

In accordance with the *Local Government Act 1993* and Regulation 43, these video/audio files will be retained by Council for at least 2 years and made available for viewing live, as well as online within 5 business days of the scheduled meeting. The written minutes of a meeting, once confirmed, prevail over the video/audio recording of the meeting.

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1 OPENING OF MEETING

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

Mayor's Opening Statement:

Please be advised that this meeting is being audio and visually recorded. I ask that all attendees remain respectful and considerate of others and advise that offensive, defamatory, or threatening language or behaviour to those present or listening, is not acceptable.

1.1 Attendance and Apologies

1.2 Late Reports

(Motion to receive required)

1.3 Declaration of an Interest in a matter of a Councillor

The Mayor requests Elected Members to indicate whether they have:

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

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 22 July 2025

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 22 July 2025 at 2:00pm be confirmed as a true and correct record.

2.2 Date and Purpose of Workshop(s) Held

Nil.

3 PUBLIC QUESTION TIME

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

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

In accordance with the *Local Government (Meeting Procedures) Regulations 2025*, 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 July 2025

Author: Accountant (Mary Oyeyiola)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Group Financial Statements 2025-07 [5.1.1 - 3 pages]
2. Capital Works Projects 2025-07 [5.1.2 - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended July 2025 as attached to this report are presented for the information of Council.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

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

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		By not receiving and reviewing the major financial reports on a regular basis, such as the Profit & Loss, Statement of Cash Flows, Capital Works and Balance Sheet, Council risks not meeting its financial management obligations.
Industrial Relations		
Information Technology		
Natural Hazards		

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

OFFICER'S RECOMMENDATION

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

6 SECTION 24 COMMITTEES

6.1 Triabunna Recreation Ground Advisory Committee Minutes - 2 July 2025

ATTACHMENT/S

Nil

GLAMORGAN SPRING BAY COUNCIL

Section 24 Advisory Committee Meeting
Triabunna Recreation Ground

MINUTES

MEETING HELD – *Wednesday 2nd July, 2025 - Recreation Room*

MEETING OPENED: 5.30 pm

PRESENT: Councillor Jenny Walker, Councillor Neil Edwards, Mandy Raspin,
Jan Sweet, Nerissa Alomes (via phone)

APOLOGIES: Steve Davies,

ABSENT:

CONFIRMATION OF LAST MINUTES: (6th February, 2025)

Moved: Mandy Raspin Seconded: Councillor Neil Edwards
Carried

CORRESPONDENCE IN:

- Email from Peter Porch Act. Gen. Manager re: Terms of Reference
- Email from Darren Smith – Manager of Works re: Blue Tree Project
- Plans/drawings of new entrance – Graeme Elphinstone
- Email from Nicole Hobden – Corporate Services Officer re: 2025 EOFY requirements
- Quote for cleaning products from Hunters Products
- Invoices – TasPest, Island Refrigeration & Air, Hunters, Australia Post
- Letter from Debbie Wisby re: installation of security cameras at Recreation Ground
- Quote from Boniwell Blinds – sun shade/block out blinds
- Email: Amanda Wilson – Triabunna Christmas Crew Parade – use of facility - Fri 12th Dec, 2025

CORRESPONDENCE OUT:

- Numerous emails to Daniel Herman & Peter Porch re: facility repairs & maintenance

MATTERS ARISING FROM PREVIOUS MINUTES

- Councillor Neil Edwards to contact Dom Berry (Tas Coffee) re; purchase of coffee machine
- Councillor Neil Edwards to contact Council re: \$10,500 payment owing for 24/25 fin. year and subsequent \$10,500 for 2025/26
- Terms of Reference to be looked at by committee members.

TREASURERS REPORT - none presented as Treasurer absent

Working Financial

Opening Balance	\$
Income	\$
Expenditure	\$
Closing Balance	\$

Moved:

Seconded:

Carried

NEW BUSINESS

- Councillor Jenny Walker moved that a Notice of Motion be discussed at Ordinary Council Meeting of 22nd July re: security cameras
- Blue Tree Project was rejected as tree deemed unsuitable as not enough branches left on tree for painting and not in suitable position for public sighting.
- Jan Sweet to obtain another quote for sun shades and block out blinds and after consultation with committee order same.

NEXT MEETING: TBA

There being no further business, the meeting was declared closed at 6.10 pm

RECOMMENDATION

That the Minutes of the Triabunna Recreation Ground Advisory Committee meeting held on Wednesday 2nd July 2025 be received and noted.

7 INFORMATION REPORTS

7.1 Acting General Manager - Peter Porch

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

ATTACHMENTS

1. Letter to retain landfill levy 3 July 2025 [**7.1.1** - 3 pages]
2. Home Safe ID Animal Registry Closure - Letter to General Managers 2025 [**7.1.2** - 2 pages]

PURPOSE

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

OFFICER'S COMMENTS

MEETINGS / APPOINTMENTS

July 1st – cohealth monthly meeting
July 1st - Local Resident regarding compliance matters
July 2nd – Swansea Chamber of Commerce Public Meeting
July 3rd – BEST Andrew Hyatt re youth initiative
July 4th – Jane Howlett & Kerry Vincent presentation on grant funding
July 7th – Tasmanian Grants Commission – presentation on grant case study
July 8th – Spring Bay Studio
July 10th – JLT Public Sector Risk Report seminar online
July 10th – meeting residents re dog complaint
July 16th – discussion pastoral property owner re rates impact
July 17th – ECTT CEO re funding 2025-26 and MOU
July 23rd – Triabunna Tomorrow Working group meeting
July 25th – LGAT General Meeting Launceston

COMMUNITY ENGAGEMENT

Community Development Coordinator making monthly visits with appointments to Bicheno/Swansea and Triabunna Orford to assist community members/groups with a range of needs including grant fund applications, connections to government and agency services, conduit for information on council matters.

Facebook posting is quite continual with council seen as a mechanism for distribution of information on matters of community interest such as: Animal Micro-chipping; SES Flood Mapping; Australian of the Year tour, ECTT community engagement to name a few. The mechanism is swift, cost effective and has a considerable reach into community. Other more expensive communication mechanisms are used as appropriate for critical information or statutory notices.

CORRESPONDENCE FOR NOTING

- LGAT Landfill Levy letter
- Office of Local Government – Homesafe ID dog registry closure

GENERAL

Recruitment for director roles progressing with engagement of new CEO as appropriate, given pre-commencement date, to ensure selection is compatible and agreed.

STRATEGIC PLANNING

Adoption of Councils Annual Plan occurred in July.

WORK HEALTH AND SAFETY

Incident numbers are holding steady with no consequential injuries in recent times. Reporting of improvement opportunities has been promoted for a number of years with frequent contributions to improve safety and efficiency.

RISK CONSIDERATION/S

No new risks identified. Broadly all risks are within tolerable levels.

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		Tree hazard management requirements Jubilee Park creating community unrest
Work Health and Safety		
Political and Governance		Code outcome and related code matters
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Negative letters to community newsletter
Other		

RECOMMENDATION

That Council notes the information.

7.2 Director Works and Infrastructure - Peter Porch

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

ATTACHMENTS

Nil

PURPOSE

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

OFFICER'S COMMENTS

ASSET MANAGEMENT

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

July has been dominated by the works required to capitalise completed capital projects. This involves identifying all costs from the Work in Progress (WIP) accounts for asset classes, and designating the individual values to renewed or created assets.

For the new capital program, project codes are created to enable transactions to be correctly allocated for the following year asset take-up. Projects not already spatially located are mapped and assigned asset codes that identify them for their useful life.

CONSULTANT SERVICES

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

- Design for roadworks
- Design for buildings
- Asset Management services for end of year financial statements

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- 15 unsealed road inspections completed for July due to rain event.
- Old Coach Rd, Cranbrook maintenance grade - completed
- Maintenance grade Springs Rd, Swansea - completed
- Maintenance grade of first 2klm of McNeil's Rd, Swansea - underway

- Numerous road/culvert/bridge repairs across the municipality after rain event on 26th July - underway
- Cold mixing of potholes across the municipality- Ongoing across municipality- approx. 3 ton of cold mix placed for July.
- Spray sealing maintenance on sealed roads- Some minor scopes completed around Orford for July
- Gravel shouldering of some sealed roads across municipality-
 - Buckland Road- completed
 - Nugent Rd- completed
- Third Party Bridge inspections (AusSpan)- completed
- Bridge closures - multiple short term closures after rain event on 26th July
- Buckland - Brockley Rd bridge repairs (first bridge)- completed by TasSpan
- Buckland - Brockley Rd bridge repair/washout after rain event (third bridge)- completed
- Numerous subdivision inspections across the whole municipality - Ongoing
- Roadside and fire break slashing (deck slashing) – Nil for July.

STORMWATER, DRAINAGE

- Clean out drain in paddock from Maria St (Swansea) to Saltwater Creek (opposite #51) - scheduling the task, waiting for paddock to dry out
- Open drain and culvert/cross over maintenance - ongoing across municipality
- Stormwater issues at 39 Esplanade East, Triabunna - completed
- Stormwater issue at 6 Charles St, Orford - completed

WASTE MANAGEMENT

- Mulching of green waste piles at all transfer stations - underway
- Bulk scrap metal collection from all four WTS's - scheduled for early September 2025
- Tyre recycling for all WTS's - currently organising with Tyrecycle
- EWaste at WTS - all collection points emptied in July
- Centrally relocating all waste concrete from GSBC work scopes to Orford WTS for crushing/recycling - 85% completed
- Degassing of all refrigerants from fridges/freezers at WTS's ready for recycling - booked for late August

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- 15 weekly playground inspections for the month across the entire municipality.
- Third party annual playground inspection across entire municipality- booked for July 2025- completed
- Undertaking many small repairs to playground equipment identified in annual report- underway
- Duck Park Swansea exercise equipment - Some equipment removed to Swansea depot for maintenance/ repainting and re-install

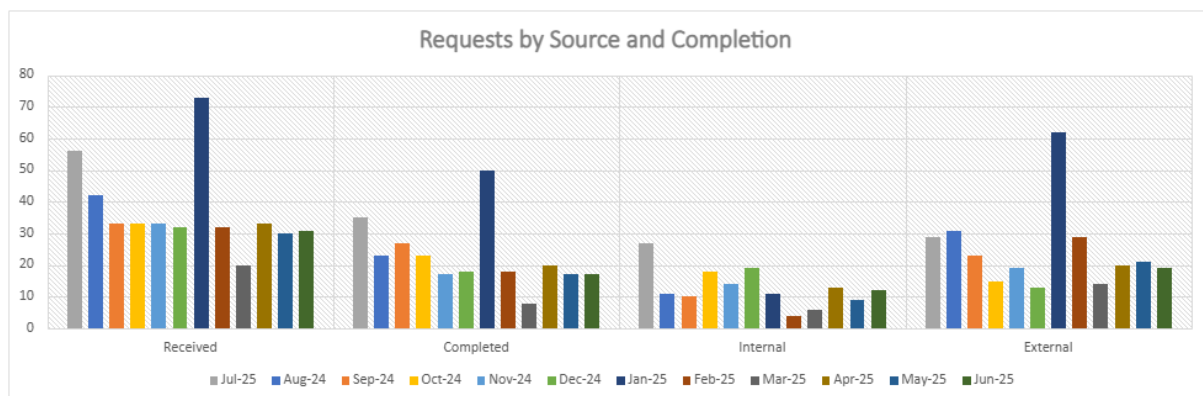
- Jubilee Park, Swansea tree inspections and trimming - 1 tree needs removal, PWS have approved removal.
- Roadside weed spraying of sealed and unsealed roads- ongoing
- State Growth Priority weed contract- completed
- Mulching and trimming of gardens at Esplanade, Orford- completed, very positive feedback from residents and local businesses
- Mulching and trimming of gardens down Riverside Drive, Orford- underway
- Mulching and trimming of Swansea street garden beds- underway
- Swansea foreshore walking track around golf course(Waterloo Point) - currently closed due to damage sustained from extremely high tides in June, repair plan currently being scheduled. Awaiting permit approval from PWS.
- Third party bushfire mitigation plan for Harold St Reserve and Rita Doris Reserve(Coles Bay)- plan received
- Quantified tree risk assessment process (QTRA) – 2 X QTRA completed for July.
- Tree cleanups due to high wind events during July- completed

EMERGENCY MANAGEMENT

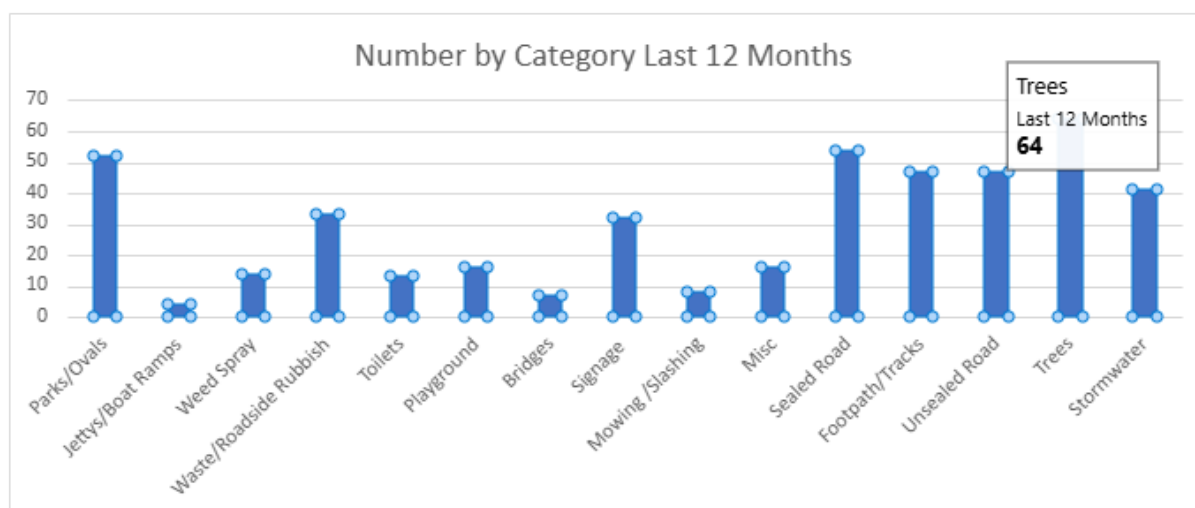
After hours rostering carried out as scheduled.

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

- Pit and Pipe replacement:
 - 5 X side entry pit upgrades in Morrison St/Banksia St Bicheno- planned for Sept 2025, new pits arrived on 29/7/25
 - Installation of second SW discharge at end of Wellington St, Swansea to foreshore to mitigate flooding issues at high tide- completed
- Lion Park, Bicheno playground replacement - 2 quotes received- needs funding review.
- Holkham Crt, Orford flood mitigation project - bulk works completed. Hydro mulching and replanting outstanding
- 25/26 FY reseal and pavement remediation plan - tender received
- 25/26 FY footpath replacement plan – Purchase Order's issued to successful contractors
- Boyle St, Triabunna footpath replacement- underway
- Garnett Ave, Coles Bay footpath replacement out front of supermarket- PO issued to contractor
- Garnett Ave Coles Bay, install new footpath from public toilet to boat ramp area- PO issued to contractor, awaiting PWS approval
- Footpath extension corner of Julia St and River St, Swansea - PO issued to contractor
- 25/26 FY KC replacement plan
- St Margarets Crt, Swansea kerb install - PO issued to contractor
- Roberts St, Triabunna- replace 3 crossovers and 3 sections of kerb before resealing- scoping work for request for quotes
- 25/26 West Shelly (Orford) cul-de-sac kerb install - PO issued to contractor
- 25/26 Cross St/Esplanade, Orford kerb install - PO issued to contractor for kerb, GSBC personnel currently installing S/W assets
- 25/26- upgrade stormwater discharge pipe to foreshore at 45 Wellington St, Swansea - completed
- 25/26- Concreting of part of Freycinet Drive (gravel section), Fisheries - PO issued to contractor, scheduled for early Sept
- Morrison St, Bicheno. Kerb install at cul-de-sac(at cemetery) and asphaltting - scope currently being developed

- First stage of Nailer Ave, Bicheno works - scope currently been developed
- Black water station for Coles Bay - awaiting feedback from TasWater regarding proposed location at TasWater water fill station
- Playground renewals - Currently assessing some replacement exercise equipment for Duck Park and Our Park
- Wielangta Rd Bridge #53 upgrade- materials ordered to upgrade to box culverts, scope execution been planned
- Wielangta Rd Bridge #55 upgrade- currently sourcing material quotes
- Office carpet selection progressing

Grant funded

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

- Bicheno Triangle works in progress.
- Triabunna Tomorrow Streetscape design being updated to reflect community feedback.

PLANT AND VEHICLES

- 16t Swansea tip truck replacement- PO issued to FRM Hino- August 2025 delivery
- Tender for new water cart/truck for grader crew- tenders closed on 29/7/25. Review/assessment undertaken of tenders.
- Replacement of one outdoor team utility- quotes received and PO issued to successful respondent.
- New crib room for Bicheno depot- ordered
- Replacement vehicle for CEO ordered – delivery early September

GENERAL

The new financial year capital works have commenced with many small capital works prepared ready for contract award as noted above.

RESERVE BOOKINGS AND ROAD CLOSURES

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

- Bicheno Beams support – completed.

RECOMMENDATION

That Council notes the information.

7.3 Acting Director Planning and Development - James Bonner

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

ATTACHMENT/S

1. Bi monthly representations report [7.3.1 - 2 pages]

PURPOSE

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

BACKGROUND/OVERVIEW

Animal Control and Compliance:

Council's Compliance officer has continued undertaking routine patrols of the municipality to maintain a community presence through proactive patrols and engagement with dog owners and walkers to encourage compliance. Three dogs at large were located with two being impounded until owners were located. Six infringements were issued during this period for various dog control offences.

General compliance remains good with no significant concerns or identified hotspots.

Council's review of the DRAFT Dog Management Policy 2024-2029 is on hold as we await approval from the Deputy Secretary of Tasmania Parks and Wildlife Service.

Building and Plumbing:

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

Environmental Health:

Inspections of registered food businesses ramped up over this period to ensure Council's compliance for 2024-2025 with the *Food Act 2003* and the inspection frequency set by the statewide Food Business Risk Classification System. Food business renewal applications for 2025 -2026 were sent out to all currently registered food businesses in late June. 50% of these food businesses have now completed/returned their application form and made payment. Council has issued the Certificate of Registration of a Food Business for 2025-26 for businesses who returned the application form, with a 'first reminder' sent to the businesses with outstanding applications/fees.

As part of this year's renewal application process, attention is being focussed on the requirement for higher risk rated businesses to have a qualified Food Safety Supervisor. Businesses that have not attained this qualification will be required to do so, with follow-up action to be taken over the coming months.

Renewal application processes are also underway for water carriers and regulated systems (cooling towers).

Publicly accessible pools and spas continue to be monitored on a monthly basis by owners/operators, with Council providing oversight of water quality and any issues arising.

A range of complaints re environmental nuisance/harm continue to be received and addressed on a case-by-case basis. Issues have included on-site wastewater management systems, stormwater/runoff and noise (roosters and chainsaws).

A public health alert warning against the consumption of wild shellfish remains in place for Spring Bay, Prosser Bay and the Mercury Passage . This includes waters north of Lachlan Island, south of the line between Lords Bluff and Ile du Nord, and includes Spring Bay near Triabunna and Prosser Bay near Orford. These warnings were issued on 16 May (Mercury Passage and updated 18 June) and remain current. In conjunction with the Department of Health, warning signage at Prosser River, the Marina at Triabunna and Deepwater Jetty Triabunna were immediately 'flipped down' to show the blue ongoing warning sign and red 'do not consume' alert. In addition, this information was promptly published on Council's website and communicated through social media.

Environmental health reporting to the Director of Public Health on Council's actions under the *Food Act 2003* and *Public Health Act 1997* is also underway, with details covering Council's environmental health resources (FTE), food business inspections, recreational water monitoring (beaches and public pools/spas), water carriers, private water suppliers and regulated systems (cooling towers).

Natural Resource Management:

Council's Compliance Officer and NRM Officer have completed Authorised Weed Officer training run by the Department of Natural Resources and Environment (NRE) and are now awaiting final signoff from NRE.

In June 2024, the LRF commenced development of the Glamorgan Spring Bay Biosecurity Program, which is an updated version of the originally proposed GSB Weed Action Plan to ensure consistency with the Authorised Weed Officer Training. The draft document has been completed and is currently being reviewed.

The *Biosecurity Act 2019* (the Act) is the principal source of legislation for weed management in Tasmania. Under the Act existing Statutory Weed Management Plans will gradually be replaced by Biosecurity Programs. The Glamorgan Spring Bay Biosecurity Program builds on the past weed management plans for GSB, contextualising weed management within the framework of the Act and taking a risk-based approach to weed management. The new GSB Biosecurity Program uses contemporary language and principles consistent with the Biosecurity Act 2019 and will guide investment into cross tenure collaborative weed

management to ensure all stakeholders are investing in strategic coordinated on ground action to address priority weeds and control weeds in identified priority areas in GSB.

We are still awaiting notification of the outcome of the Weed Action Fund submissions submitted by Enviro-dynamics in partnership with Enviro-dynamics and the LRF, which had been delayed due to caretaker mode.

Responses to requests for further information regarding the Disaster Ready Fund *Building Flood Resilience in key areas of Glamorgan Spring Bay project* have been provided. Successful applications expected to be announced in late September/early October.

The NRM Officer has continued to provide the following support to council

- Issuing Weed Notices to land holders in key areas;
- Providing input on Development Applications in terms of NRM and compliance requirements;
- Inspection of trees on Council managed land to better inform Council management team on mitigation and provide inputs on health of trees etc;
- Review of the Arboricultural Assessment – *Eucalyptus globulus*, for Jubilee Park, Swansea and provided Council management team with comments;
- Review Redbill Dunes in Bicheno in respect to potential erosion issues occurring on site;
- Attended site meetings with landholders and Council and provided a planting methodology and potential plant species list for private land in Holkham Crt, Orford. This is related to the completed stormwater works in the area, which included works on private land.
- Facilitated and got NVA proposals for Bicheno Skate Park toilet and car parking area and also for Little Swanport/Saltworks for jetty and upgrade of toilets and car parking project – Council are completing in conjunction with MAST.
- Orford Winter Challenge Tree Planting- been liaising with the coordinator of this event to hold a tree planting day next year.

LRF attended a forum in Launceston hosted by the Invasive Species Council as an opportunity to canvas concerns with candidates standing in the State Election. Key issues raised were the management of feral cats and deer.

Planning:

The planning department received a steady number of applications during the June – July period. It is noted that while the overall number of applications was reasonably steady there was a decline in applications received in July. For the reporting period 42 development and subdivision applications were approved with a total value of \$7,393,867.10. Council has provided delegation to the General Manager to approve an application where no more than two representations are lodged against the application. A report on these approvals is provided in the attachments.

There are two outstanding appeals that are currently in mediation:

- Refusal for a two lot strata title application at 25 Hazards View Dr, Coles Bay.
- Approval for a change of use to cafe and bar at 68 Burgess St, Bicheno

Property:

Advertising has commenced for a Property and Special Projects officer following the unexpected and sad passing of Jason Watson who was a valued community member and employee of Council.

Once the position has been filled work will progress on updating Council leases and licenses with the Crown as they are due for renewal.

Walking and Cycling Strategy:

Following the development of the Draft Background Report of the Open Space of the Walking and Cycling Strategy, Council were presented with an opportunity to review and provide comment on this report at a Councillor workshop.

Following on from receiving comments the Draft Final Strategy is currently being prepared which will include a summary of the findings from the Background report as well as future directions and actions aimed at improving the provision, gaps, diversity and quality of open space as well as the development of actions aimed at improving the connectivity of the walking and cycling infrastructure across the community.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

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

RISK CONSIDERATION/S

No risk associated with receiving an information report

OFFICER'S RECOMMENDATION

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

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 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 August Review [**8.1.1** - 100 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 July 2025.

The latest changes to the Delegations Register, as provided by Simmons Wolfhagen, are indicated below:

Burial and Cremation Regulations 2025;

General amendments to the Register reflect the repeal of the former regulations and the introduction of the new 2025 regulations.

Emergency Management Act 2006

Introduction of the Emergency Management Act 2006 to the register and the delegated powers of either Council or the General Manager.

Local Government Act 1993;

Section 28T – Repealed.

Local Government (General) Regulations 2025

General amendments to the Register reflect the repeal of the former regulations and the introduction of the new 2025 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, in particular S.22 and S.64
- Various Acts as outlined within the Delegation Register

BUDGET IMPLICATIONS

There are no budgetary implications associated with this recommendation.

RISK CONSIDERATION/S

Notes provided by exception.

AREA OF RISK	Risk	COMMENTS FROM GENERAL MANAGER
Contractual and Legal		Delegations need to be precise to manage the risks of acting on a range of contractual, financial, property and compliance matters.
Environmental and Public Health		
Financial		Delegations provide appropriate authority for responsibilities of officers in purchasing and approval of invoices.
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		Delegations provided to appropriate staff to levels of authority suitable to roles and responsibilities for appropriate governance.
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		
Other		

OFFICER'S COMMENTS

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

OFFICER'S RECOMMENDATION

That Council endorses the revised Delegations Register as attached to this report item effective 8 September 2025, and notes that for the avoidance of doubt, Chief Executive Officer means the General Manager.

8.2 Assessment of Council Related Development Applications Policy

Author: Acting Director Planning and Development (James Bonner)

Responsible Officer: Acting Director Planning and Development (James Bonner)

ATTACHMENT/S

1. Draft Policy Assessment of Council Related Development Applications [8.2.1 - 6 pages]

PURPOSE

To recommend that Council adopts the draft Assessment of Council Related Development Applications 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 Assessment of Council Related Development Applications Policy has been developed.

The purpose of the Policy is to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

The Policy applies to Council-related development applications, though it does not apply to building or plumbing applications, and addresses the following key elements:

- Assess whether the application is one in which a potential exists for conflict of interest;
- Identify at which phases of the development process the identified conflict of interest arises;
- Assess the level of risk involved at each phase of the development process;
- Determine what (if any) management controls should be implemented to address the identified conflict of interest having regard to the controls and strategies outlined below and the level of risk identified; and
- Document the proposed management approach for the proposal in a Register that is maintained and published when reporting against the Annual Plan at ordinary council meetings.

The draft Assessment of Council Related Development Applications Policy was provided to Council in August prior to the meeting. If adopted by Council, the Policy will be made available on Council's website and staff and Councilor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

To meet Council's obligations under the *Land Use Planning and Approvals Act, 1993*.

BUDGET IMPLICATIONS

Any implications on the budget would be addressed on a case-by-case basis.

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		New policy to reduce risks of non-compliance with legislation.
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Reputational damage if Council does not address potential conflict of interest.
Other		

OFFICER'S COMMENTS

The draft Policy has been developed to strengthen governance and transparency in regard to how council related development applications are managed.

OFFICER'S RECOMMENDATION

That Council adopts the Assessment of Council Related Development Applications Policy as attached to this report item effective 26th August 2025.

8.3 Community Small Grant Spring Bay Community Food Hub

Author: Community Development Coordinator (Bernadette Pogorzelski)

Responsible Officer: Acting Director Planning and Development (James Bonner)

ATTACHMENT/S

1. Spring Bay Food Hub Small Grant Application [8.3.1 - 1 page]

PURPOSE

Recommendation for Council to approve a Small Grant application for \$1,000 to **Spring Bay Community Food Hub** for the purchase of food and essential supplies.

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.

Spring Bay Community Food Hub – INCORPORATED NUMBER IA3226

This application from the Spring Bay Community Food Hub seeks support for the purchase of essential food supplies. Demand for the Food Hub's services has increased significantly over the winter months, driven by the ongoing rise in the cost of living.

Many community members are experiencing financial hardship, leading to greater reliance on the Food Hub. At the same time, regular food suppliers are experiencing stock shortages, requiring the Hub to source items from alternative providers—often at a higher cost.

The Food Hub plays a vital role in supporting the wellbeing of residents in Triabunna and surrounding areas by providing affordable food options. Continued support will help ensure this essential service remains accessible to those who need it most.

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

Item	Cost
Purchase of food and essential items for Spring Bay Community Food Hub	\$1,000
Total	\$1,000

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Developing our facilities to be accessible and inclusive for all.

STATUTORY IMPLICATIONS3

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 \$25,000 Community Small Grants Program provision in the 2025/26 budget. As of 07 August 2025, there is \$20,000 of the budget available to support this application.

RISK CONSIDERATION/S

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

Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Risk of reputational damage from lack of Council support and missed opportunity for community development
Other		Spring Bay Community Food Hub will be required to find alternate funding for the vital role they play in our community.

OFFICER'S COMMENTS

This application satisfies the necessary criteria of the relevant policy.

Integrity Assessment:

The **Spring Bay Community Food Hub** are a registered incorporated association **Registration Number: IA 3226**

Criteria Assessment:

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

OFFICER'S RECOMMENDATION

That Council approve the application for Community Small Grant funding of \$1,000 to Spring Bay Community Food Hub for the purchase of food and essential supplies.

8.4 Swansea Community Christmas Event Support Grant Application

Author: Community Development Coordinator (Bernadette Pogorzelski)

Responsible Officer: Acting Director Planning and Development (James Bonner)

ATTACHMENT/S

1. Swansea Community Christmas Application [8.4.1 - 9 pages]

PURPOSE

To request for Council to provide Event Funding of \$2,000 to Swansea Community Christmas.

BACKGROUND/OVERVIEW

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

Swansea Community Christmas -

Swansea Community Christmas is a volunteer-led committee dedicated to organising festive Christmas events for the Swansea community. While the Committee is not a registered incorporated association or not-for-profit organisation, for the purposes of this grant application, the Glamorgan Spring Bay Historical Society Inc. (Reg. #IA09985) has agreed to auspice the funding on behalf of Swansea Community Christmas.

The Committee is planning to host the annual Swansea Community Christmas Parade on Sunday, 21st December 2025. The parade will commence at 3:00pm from behind Morris' Store in Swansea and proceed along the main street to Wellington Street, concluding at the Swansea Recreational Ground, where a range of Christmas-themed activities will take place.

This community celebration encourages participation from local students, businesses, and residents, who are invited to design and enter homemade floats in the parade. These entries are judged by community members, with a prize awarded to the winning float, organised by the Committee. In addition to the parade, there will be information stalls from organisations such as the SES, Salvation Army, MAST, and others.

Funding is being sought to support key event costs, including:

- Public liability insurance
- Prizes for float competition winners
- Ice creams for children attending the event
- Entertainment for families and children

To facilitate the parade, the main street of Swansea will be temporarily closed. The Committee has secured approval for this road closure from the Department of State Growth. In collaboration with the local Council, the Committee also plans to decorate the township in the lead-up to the event.

Swansea Community Christmas Committee raises funds throughout the year and receives generous donations from local businesses to cover annual event costs such as permits, decorations, and entertainment. The local Council has provided consistent support for this well-loved community event over many years.

Request for support from Council:

Swansea Community Christmas has applied to Council for \$2,000 of financial support for the Swansea Community Christmas Parade and Festivities event, which is scheduled to run on 21st December 2025 at the Swansea Recreation Ground.

The event is the Swansea Community Christmas parade showcasing community pride and spirit in a safe and inclusive environment and is an opportunity for the community to come together to celebrate Christmas.

The money from Council will assist to cover insurance costs for the event, provide free or discounted activities for the community, purchase lollies and ice-creams for distribution and provide static Christmas decorations.

The Glamorgan Spring Bay businesses will benefit from increased foot traffic on the day, opportunity to engage and/or participate in the event, opportunity to showcase products and services through promotional advertising.

Estimated costs for event activities to be covered by Event Support Grant funding:

Item	Cost
Insurance cost	\$1,100
Prizes for Floats	\$500
Purchase of lollies and ice-creams	\$400
TOTAL	\$2,000

STRATEGIC PLAN REFERENCE

Key Foundations

2. Our Community

This means

Support and facilitation of social activities that promote community wellbeing.

STATUTORY IMPLICATIONS

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

77. Grants and benefits

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

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

a. in-kind assistance; and

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

c. remission of rates or charges under Part 9.

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

BUDGET IMPLICATIONS

The Council has allocated \$50,000 in the 2025/26 budget for events and programs. Of this total \$5,000 has been quarantined for Council run events with the remainder available for external event support.

To date \$5,100 has been distributed to external events and consequently there is \$39,900 remaining for this event application.

To date these are the events that Council has funded:

Freycinet Winter Challenge 2025 (SES Water and Road Safety)	\$2,000
Swansea Chamber of Commerce – Local Events Committee (Mental Health Roadshow)	\$1,100
Bicheno Festivals Committee Inc – Bicheno Food and Wine Festival	\$2,000
	\$5,100

* and any potential shortfall

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Risk of reputational damage from lack of Council support and missed opportunity for community development
Other		Swansea Community Christmas may not be able to find alternate funding for the event

OFFICER'S COMMENTS

This application satisfies the necessary criteria of the relevant policy.

The Swansea Christmas Parade is a longstanding and cherished community event that brings together residents and visitors to celebrate the holiday season.

Approving this grant will demonstrate Council's continued support for community-driven initiatives that celebrate local traditions and create opportunities for social connection within the municipality.

Integrity Assessment:

The Swansea Community Christmas group are not a registered incorporated association, or a registered Not for Profit organisation. Glamorgan Spring Bay Historical Society Inc (Incorporation No. IA09985) have agreed to auspice the funds on behalf of this group.

OFFICER'S RECOMMENDATION

That Council approve the application for event support from Swansea Community Christmas for \$2,000 towards the Swansea Community Christmas event.

9 COUNCILLOR MOTIONS WITH NOTICE

Nil.

10 PETITIONS

Nil.

11 COUNCILLORS

11.1 Councillor question time

Clr Kenneth Gregson

At the 22 July 2025 Ordinary Council Meeting, Item 7.3 Code of Conduct Investigation Outcome, Mayor Arnol made a statement which included “I note that a higher authority than I’ll ever be is aware I’m making this statement”. (Minutes – Ordinary Council Meeting – 22 July 2025).

For clarification purposes, who is the “higher authority”, and was the “higher authority” aware of the mayoral statement in advance, and if so, when and why?

Confirmation of who the “higher authority” is, and time of awareness (when and why) would ameliorate further municipal speculation.

11.2 Comments/statements

12 CONFIDENTIAL ITEMS (CLOSED SESSION)

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2025*, the Mayor is to declare the meeting closed to the public in order to discuss the following matter/s:

Item 1.1 Requests for Leave of Absence

As per the provisions of Regulation 17 (2) (i) of the *Local Government (Meeting Procedures) Regulations 2025*.

Item 1.2 Notification of Leave of Absence for parental leave

As per the provisions of Regulation 17 (2) (j) of the *Local Government (Meeting Procedures) Regulations 2025*.

Item 2.1: Minutes of Closed Session – Ordinary Council Meeting held on 22 July 2025

As per the provisions of regulation 39 of the *Local Government (Meeting Procedures) Regulations 2025*.

Item 3.1: Reseal and Pavement Rehabilitation Tender

As per the provisions of Regulation 17 (2) (d) of the *Local Government (Meeting Procedures) Regulations 2025*.

Item 3.2: Tender for Truck Replacement

As per the provisions of Regulation 17 (2) (e) of the *Local Government (Meeting Procedures) Regulations 2025*.

RECOMMENDATION

That Council moves into Closed Session at [time].

The Mayor to confirm that the recording has been terminated.

13 CLOSE

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

CONFIRMED as a true and correct record.

Date: **Mayor Cheryl Arnol**