



**GLAMORGAN
SPRING BAY
COUNCIL**

ORDINARY COUNCIL MEETING AGENDA

TUESDAY 28 MAY 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 28 May 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 23 May 2024



Peter Porch
ACTING GENERAL MANAGER

IMPORTANT INFORMATION

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

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

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1 OPENING OF MEETING

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

1.1 Present

1.2 Apologies and Leave of Absence

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 Council's Code of Conduct for Councillors, in any item included in the Agenda.*

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 23 April 2024

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 23 April 2024 at 2:00pm be confirmed as a true and correct record.

2.2 Date and Purpose of Workshop(s) Held

TUESDAY 7 MAY 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 5.15pm on Tuesday 7 May 2024 at the Council Offices, Triabunna.

Present:

*Mayor Cheryl Arnol
**Deputy Mayor Michael Symons (via remote video conference)
Clr Rob Churchill
Clr Neil Edwards
Clr Kenneth Gregson (via remote video conference from 3.30pm)
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

**Mayor Arnol declared a conflict in agenda item Planning Conditions - 1100 Coles Bay Road, Coles Bay and left the room during discussion.*

***Deputy Mayor Symons declared a conflict in agenda item Medical Levy and left the room during discussion.*

Apologies:

Nil.

In Attendance:

Greg Ingham, General Manager
Alex Woodward, Director Planning and Development
Darren Smith, Acting Director Works and Infrastructure
Elysse Blain, Director Corporate and Community
Mary Oyeyiola, Accountant
James Bonner, Senior Planner

Guests

Nil.

Agenda

- Operational Budget
- Medical Levy
- Planning Conditions - 1100 Coles Bay Road, Coles Bay

TUESDAY 14 MAY 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 4.20pm on Tuesday 14 May 2024 at the Council Offices, Triabunna.

Present:

Mayor Cheryl Arnol
Deputy Mayor Michael Symons (via remote video conference)
Clr Rob Churchill
Clr Neil Edwards
Clr Carole McQueeney
Clr Jenny Woods

Apologies:

Clr Robert Young (due to personal reasons)

Absent:

Clr Kenneth Gregson

In Attendance:

Peter Porch, Acting General Manager
Alex Woodward, Director Planning and Development
Darren Smith, Works Manager
James Bonner, Senior Planner
Laura Small, Planning Consultant

Guests

Nil.

Agenda

- 155 Rheban Road, Orford - 90 lot subdivision
- Primary Care Rural Innovative Multidisciplinary Models (PRIMM) consortium discussion
- Budget - 2024/25
- Fees and Charges Register - 2024/25
- Local Government Association Tasmania Call for Motions

TUESDAY 21 MAY 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 2.30pm to 3.18pm on Tuesday 21 May 2024 at the Council Offices, Triabunna.

Present:

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

Apologies:

Clr Kenneth Gregson
Clr Rob Churchill

In Attendance:

Peter Porch, Acting General Manager
James Bonner, Acting Director Planning and Development
Elyse Blain, Director Corporate and Community (via remote video conference)
Mary Oyeyiola, Accountant
Rachael Stewart, Rates Officer

Guests

Nil.

Agenda

- Land Valuations
- Budget

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

Stephen Lalor

Q1. *The results of two public surveys (in 2021 and 2023) showed a clear objection to this proposal by the community.*

Council seems to have taken no notice of the community recommendation and decided to proceed with an unfunded project!

Could Council please explain why the clear view of the Community has been rejected?

Response from General Manager, Greg Ingham

The comment and question from Mr Lalor relate to the second ‘loo with a view’ project in Swansea.

The link below provides the context/background to the discussion and ultimately the revised resolution of Council.

- 23 May 2023 - Ordinary Council Meeting:
https://www.youtube.com/live/Jzhyq_UilW4?si=htZY_IFCysQM001G&t=2779

Council has the prerogative to not agree with an officer’s report recommendation or to change a report recommendation by a majority decision.

Bob Rodgers

Q1. *Would Council consider the upgrading of the old toilet block at Jubilee Beach be given priority over construction of any new facility in the same area?*

Response from Acting General Manager, Peter Porch

There are a number of commitments Council has made regarding amenities which are in train for delivery and should be seen through to completion.

The development of infrastructure and services is best guided by holistic review and development of strategic approaches to provision. Council has commenced work on a public amenities strategy which assesses all existing facilities, considering their serviceability and accessibility. The strategy will also consider the community need for any new locations for amenities.

There are many facilities in need of upgrade which may include pipework below the slab. Where upgrade is required and financially viable with suitable all abilities access from car parking, a facility will be considered for upgrade. The evaluation for future works on Jubilee Beach amenities and surrounding areas is included in the strategy development and not yet completed. The information produced in developing the strategy should answer the question directly.

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.

5 FINANCIAL REPORTS

5.1 Financial Reports for April 2024

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Group Financial Statements 2024-04 [5.1.1 - 3 pages]
2. Capital Works Projects 2024-04 [5.1.2 - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended April 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 April 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 April 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, Reserves and Walking Tracks; Cemeteries; Buildings and Marine Infrastructure

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; Parks, Reserves and Walking Tracks; Buildings, Coastal Infrastructure 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 as described throughout this report.

Tasks are underway to collect data on new (donated assets) from subdivision and council projects for updating of the asset registers at end of financial year (EOFY).

Each year through the capital budget and property development, Council takes on new assets. These assets add to the maintenance and renewal allowances that Council needs to make in its operating budget commitments. An evaluation of new and donated assets and the expanded services to new properties from the 2023-24 financial year suggests an increase in maintenance and depreciation costs in the order of \$190,000 for the 2024-25 financial year is required to maintain the same level of service, without considering the increase in the consumer price index pressures.

CONSULTANT SERVICES

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

- Hydraulic engineering – catchment modelling
- Project Management
- Civil engineering permit conditioning
- Fire Management – Dolphin Sands
- Building Surveying
- Bridge Inspections
- Asset Data Base & associated Financial Statements

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- Ferndale Rd, Bicheno maintenance grade- completed.
- Rosedale Rd, Bicheno maintenance grade- completed.
- Courland Bay Rd (Council section)- completed.
- Maintenance grade of Wielangta Rd and Rheban Rd- planned to start on 27th May 2024.
- Old Coach Rd maintenance grade- May 2024.
- 3 unsealed road inspections for April.
- Cold mixing of potholes across the municipality- Ongoing across municipality- approx. 3 ton of cold mix placed for April.
- West Shelly Rd cul-de-sac repairs- May 2024.
- Brockley Rd seal repairs- Completed.
- Seal repairs corner Alma Rd and Tasman Hwy- contractor to complete under warranty (SPA).
- Lord St, Triabunna near Esplanade East asphalt failure- to be completed in May by Fulton Hogan under warranty on 27th May.
- Shouldering of Swan River Rd- scheduled for May.
- Wielangta Rd seal failures, box out, install geo-grid and re-seal- planned for May/June 2024.
- Due to bridge condition deterioration, load limit signs for Wielangta Road section including 17 Acre Creek Bridge have been erected – 10t GVM load limit.
- Roadside spraying of sealed and unsealed roads- ongoing
- Roadside spraying contract for State Growth- 90% completed.
- Recent rains have closed Rosedale Road temporarily as indicated by the photo showing the bridge under water:



STORMWATER, DRAINAGE

- Open drain and culvert/cross over maintenance- ongoing across municipality
- Draft Catchment plan for the first of the Bicheno catchments received and being reviewed.

WASTE MANAGEMENT

- Winter Schedule for opening commenced Monday April 29th.
- Mulching green waste programmed for mid-May
- Slashing Orford Transfer Station property highway frontage being programmed
- Replacement of last of the bin flaps at Orford scheduled for May
- Removed abandoned car from Wielangta Road.

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- 10 playground inspections completed for April
- High risk tree trimming conducted 10th/11th April to selected trees
- Raspins Beach garden mulching underway
- Walking track between Erica Crt and Riverside Drive re-sheeting- currently been planned.
- Bike rack installations being programmed for Triabunna and Bicheno skate bowls.

MARINE INFRASTRUCTURE

- Reclaimed material from dredging has been spread. Rock collection neat formation and seeding to occur.
- Marina bookings, wharf charges and billings, liaison with berth holders continues as daily operations.
- Car park formed and compacted as programmed.

BUILDINGS

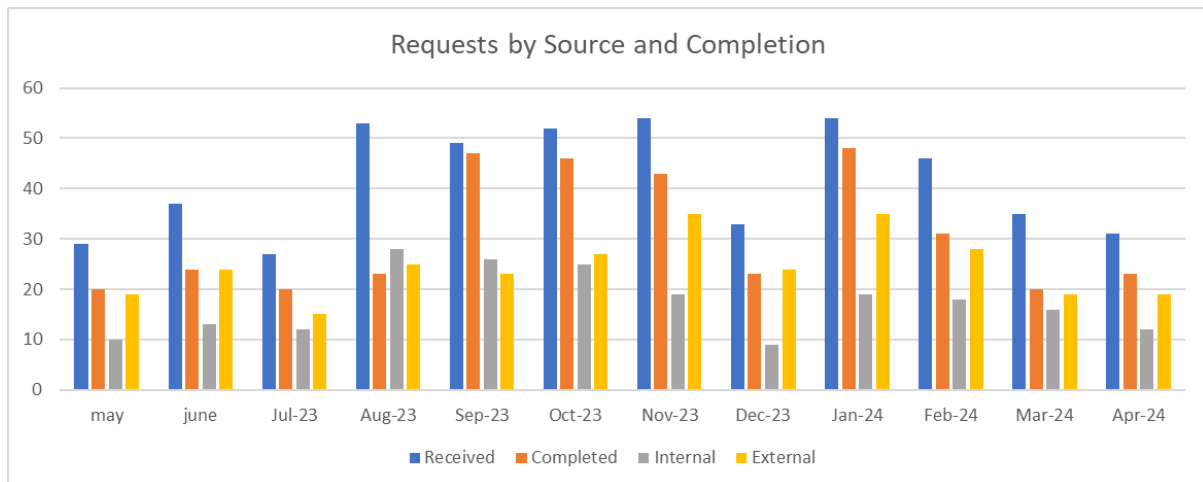
- Numerous plumbing attendances to various amenities to clear blockages and repair cisterns.
- Investigation of cistern and drainage issues at various amenities blocks – 4 bespoke cisterns ordered for trial to ensure enough water is supplied to prevent frequent blockages experienced repeatedly.
- Critical maintenance painting for Museum windows completed. A further critical painting for the courthouse and outbuilding in planning.
- Swansea Recreation ground power board upgrade programmed.
- Tap filters for Coles Bay drinking fountains ordered (none in stock)
- Quoted being sought for various maintenance items at the Bicheno hall. Liaising with hall committee for priorities.

EMERGENCY MANAGEMENT

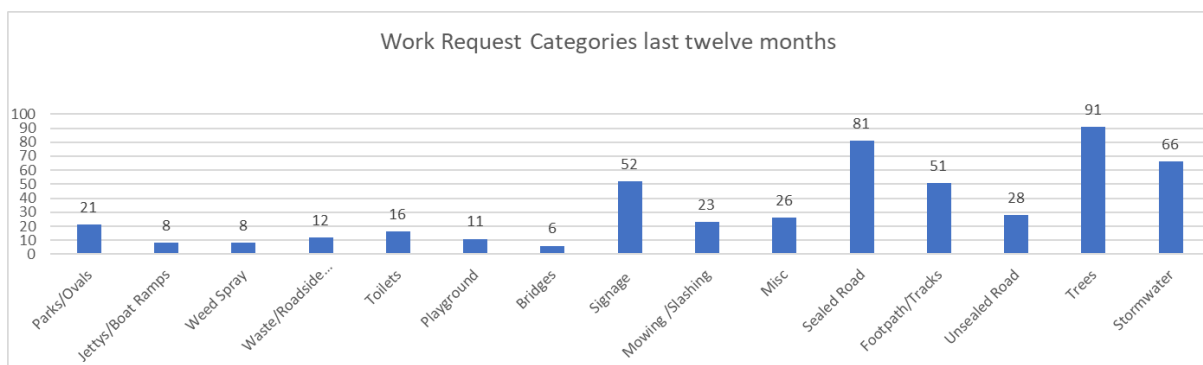
- Basic preparedness activities continued.
- Red Cross facilitation of Redi-communities program in Triabunna continued.

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

- Re-sheet of part of Wielangta Rd- planned to start on 27th May 2024.
- 700m upgrade of Crossings Rd through Road accessibility - May 2024
- End of East Shelly Rd, stormwater extension to foreshore at Luther Pt to mitigate property flooding commenced
- Rosedale Rd bridge 100% deck replacement. Expected completion May 2024.
- Spring Beach toilet outdoor shower installation – Tank Installed. Progressing shower
- Footing and frame design for the “Loo with a view” commenced.
- Upgrade of existing side entry pits and new discharge pipework at 80 Burgess St, Bicheno (outside Silver Sands)- completed.
- Upgrade of pits/pipes in Morrison St, Bicheno- completed.
- Completion of footpaths/K&C on Esplanade East near Boyle St and Selwyn St to connect to existing paths- 80% completed.

- Construct new open drain along front of #'s 100, 108 and 116 Alma Rd including 3 new driveway culverts- May 2024.
- Renewed and upgraded footpath in Bicheno from Jetty Road to the Sea Life Centre completes a sealed connection from the town center to the skate park. These and similar works are funded from the money previously allocated to mowing nature strips. Picture below of wet concrete recently poured:



Grant funded

- Gulch construction works progressing.
- Coles Bay Hall Annex – Permit application process continues.
- Coles Bay Walking track – negotiations on private lease access progressing to enable the elevated walkway section progressing.
- Bicheno Triangle – Award of Contract progressing

RESERVE BOOKINGS AND ROAD CLOSURES

- Triabunna Anzac Day Ceremony- completed
- Bicheno ANZAC day road closure completed
- Devil Swim Bicheno - completed

Any 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.

RECOMMENDATION

That Council notes the information.

7.2 Director Planning and Development - Alex Woodward

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

ATTACHMENT/S

1. Attachment 1 Report of Representations Received May 2024 [7.2.1 - 1 page]
2. Attachment 2 Planning Appeals March May [7.2.2 - 1 page]

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:

A total of 1154 dogs have been registered for the 2023/2024 registration period. Since July 1 there have been 12 formal caution notices and 20 infringement notices issued for various offences under the *Dog Control Act 2000*. Staff are continuing to monitor and patrol public areas, specifically beaches where dogs are restricted or prohibited.

Council's updated Draft Dog Management Policy is continuing to be workshopped with elected members and the working group. A meeting with the Dog Management Policy Working Group has been scheduled for the 6th of June 2024, to discuss and provide feedback on what community consultation may look like.

The fire permit period season has now closed. A total of 75 Fire Abatement Notices were issued. Staff will continue to provide advice on matters relating to fire abatement.

Building and Plumbing:

Since July 1, 2023, there have been 128 building applications approved with a total value of \$43,373,637.00. For comparison, this time last financial year 170 approvals were issued with a total value of \$42,262,785.00.

Since July 1, 2023, there have been 140 plumbing applications approved with an approximate total value of \$37,928,028.02 For comparison, this time last financial year 167 approvals were issued with an approximate total value of \$12,366,327.02.

There continues to be a number of building non-compliance matters that are currently being managed. The Permit Authority has issued 7 Building Notices and 6 Building Orders for the 2023/2024 period, and ongoing matters are still being dealt with from the previous period. The Permit Authority continues to work with the owners to rectify these matters.

Environmental Health:

Council's new Environmental Health Officer commences in early June and will be working three days per week.

Other matters currently being dealt with by staff include nuisance investigations, failing onsite wastewater systems and assessment of environmental health related development applications.

The recreational water season has now concluded with only one failure recorded at East Shelly Beach in February. This appeared to be an anomaly and when retested the result came back as excellent quality.

Natural Resource Management:

Council has recruited an NRM Officer who commenced in March on a part-time (3-day per week) basis.

An annual NRM work plan is under development, in line with the Council's NRM and Climate Change Adaptation Strategy. A key focus of the plan will be to update Council's communications on NRM in GSB, including updated webpages and quarterly articles in SeaSpeak. This work is already underway.

Council has also purchased over 900 native plants and grasses for planting across the municipality. The NRM Officer will be working with Council's outdoor crew and community groups in the coming months to prioritise areas for planting.

Officers are currently working on engaging a consultant to review the Weed Management Plan for the municipality. It is envisaged that this will be completed by the end of the calendar year.

Planning:

Council's Planning section continues to see a steady flow of Development Applications submitted, however this has declined somewhat likely due to economic pressures at present. Year to date 228 Development Applications have been approved with a total value of \$104,196,012.00. For comparison, this time last year there were 284 Development Applications with a total value of \$59,411,519.00.

The draft structure plans for the townships of Bicheno, Coles Bay, Swansea and Triabunna/Orford have now been developed and are currently on exhibition for community consultation until Monday 10 June 2024. The community can provide feedback through an online survey on Council's website, contacting Council directly or attending a workshop on the following dates:

- Bicheno Saturday 1st June 2024 from 9:30am-11:30am at Bicheno Memorial Hall, 78 Burgess St, Bicheno
- Coles Bay Saturday 1st June 2024 from 2:00pm to 4:00pm at Coles Bay Community Hall, 60 Harold Street, Coles Bay

- Swansea Sunday 2nd June 2024 from 9:30am-11:30am Swansea Town Hall, 12 Franklin Street, Swansea
- Orford-Triabunna Sunday 2nd June 2024 from 2:00pm to 4:00pm Triabunna Town Hall, 3 Vicary Street, Triabunna

Council is currently progressing through the recruitment process for a new Planner. It is hoped that this will be finalised in the coming weeks.

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

A report on current planning appeals and recently resolved appeals is also provided in [Attachment 2](#).

Property:

Officers are continuing to work with the Department of Natural Resources and Environment to amend a number of crown leases across our municipality. This will bring the leases up to current standards and also address issues such as sub-letting etc.

The sale of property at Spencer Street, Triabunna has progressed to open market. Elders real estate in Swansea have been appointed as agents and the property is actively on the market and can be viewed on the web. The sale of Beattie Avenue, Bicheno is still being reviewed for consideration. Purchase enquiries have been received from interested parties following up from Council minutes and the section 178A advertisements.

The process to move organisations and tenants to new agreements continues as old agreements fall due.

The Public Toilet Strategy is currently being drafted and will be workshopped with Council in July.

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 receive and note the report on the activities of the Planning and Development Directorate.

7.3 Governance Information Report

Author: General Manager, Greg Ingham

Responsible Officer: General Manager, Greg Ingham

ATTACHMENT/S

Nil

PURPOSE

To provide Council with information in regard to governance training following a statement from Cllr McQueeney at the 23 April 2024 Ordinary Council Meeting.

BACKGROUND/OVERVIEW

At the April 2024 Ordinary Council Meeting Councillor McQueeney raised the matter of governance training for Council/elected members.

Governance is the most important aspect of our business, and it is the foundation of effective Local Government. Good governance in Local Government is when elected members:

- act with the highest ethical standards;
- understand their roles and the roles of others;
- foster trusting and respectful relationships;
- show a commitment to risk management;
- engage in effective strategic planning;
- follow a transparent and accountable decision making process;
- make decisions that promote the interests of the community they serve;
- understand and abide by the law;
- commit to continuous improvement; and
- exercise good judgement.

The above is taken verbatim from the Good Governance Guide for Local Government in Tasmania which covers all of the above including Council role as a planning authority. Other useful Tasmanian Local Government related information includes;

- Integrity Commission Conflict of Interest Resource Book 2013
- Integrity Commission report on Tasmanian Councils February 2023
- LGAT website
- Office of Local Government website

Additional training is also available through the Institute of Public Works Engineers Australasia (IPWEA) and the Australian Institute of Company Directors. Glamorgan Spring Bay Council (GSBC) has undertaken various governance related training including the more recent in-house sessions below;

DATE	DETAILS
8 November 2022	Declaration of Office by Councillors
15 November 2022	Councillor Induction Day with Roger Curtis
26 November 2022	LGAT Elected Representative Induction Day in Launceston
6 December 2022	Induction of Council Strategic Documents
17 October 2023	Dion Lester (LGAT) Planning Authority presentation
9 May 2023	Integrity Commission Training (first session in May 2021)
30 January 2024	Infrastructure Asset Management Planning for Elected Members

In addition, significant information and training is available to Councillors through the elected member Learning and Development Framework. Historically GSBC individual participation rates in the online training modules, which are reported to Council regularly from LGAT, have been extremely low, Mayor Arnol with 90% completion of available modules at December being the clear exception, and the General Manager intends to work with the Councillors to ensure that the organisation optimises the training opportunities afforded to Council, online or in house.

It should be noted that the Premiers Local Government Council agreed late last year that mandatory reporting of the names of Councillors and the learning modules that they have completed should be included in each Council's annual report to provide transparency and accountability.

More information about the Framework, access to the online learning modules for elected members, and previous communiques can be found on the Office of Local Government webpage [Local Government Learning and Development Framework](#).

Governance training will continue to be a focus at GSBC with further in house sessions planned for later this year. We are also in the process of organising online Integrity Commission training.

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

Whilst there is no risk associated with receiving an information report, there is significant risk to GSBC for poor governance practice.

OFFICER'S RECOMMENDATION

That Council note the information.

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 2024/25 Fees and Charges

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. DRAFT Fees & Charges 2024 25 [8.1.1 - 9 pages]

PURPOSE

To recommend that Council adopts the Fees and Charges Register for the 2024/2025 financial year.

BACKGROUND/OVERVIEW

Council every year as a part of its budget deliberations sets its fees and charges for multiple functions, including:

- Administrative Fees
- Building Fees
- Cemetery Fees
- Dog Management Fees
- Environmental Health Fees
- Marine Infrastructure Fees
- Planning and Development Fees
- Plumbing Fees
- Waste Management Transfer Station Fees

These fees reflect Council's desire to maintain a system of fees and charges based on the user pays principle, while also recognising the community service obligation inherent in certain service functions.

In reviewing the fees and charges, the impact of any increases on the community has been considered. The fees and charges can be found in Attachment 1. Overall, a small number of fees have been removed and also new ones added, and the majority of fees have increased in line with CPI (Consumer Price Index, Hobart, March 2024 at 3.1%) to better align with the external market and to assist with Council's cost recovery.

The draft Fees and Charges Register was workshopped to Council at the 14th May 2024 Workshop. A variety of scenarios were presented to consider costs borne by Council for these activities and impacts on user groups. The recommended fees and charges in Attachment 1 reflect a reasonable partial recovery of cost for statutory charges whilst being in line with neighboring Councils.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

There are no material human resource implications. In terms of financial implications, it is noted that the fee increases align with Council’s budget and long-term financial plan.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation With any increase in fees, there is a risk that some parties may be dissatisfied.	Minor	Possible	Low	Ensure that the content of the report is considered in open Council to outline the rationale for the increases. Demonstrate that the fees are largely in line or lower than neighboring Councils.
Do not adopt the recommendation If identified fee structure is not adopted as recommended, this may have a significant impact on Council’s financial position.	Moderate	Almost Certain	Medium	Council could adopt the proposed fees or provide alternatives.

OFFICER’S COMMENTS

It is recommended to proceed with the proposed increase in the fees and charges to ensure that some funds are recovered for the work that Council Officers complete, rather than relying on rates revenue alone to cover these costs.

OFFICER’S RECOMMENDATION

That Council receive and adopt the fees and charges register in Attachment 1 to this report for the 2024/2025 financial year.

8.2 2024/25 Community Survey Outcome

Author: Director Works & Infrastructure (Peter Porch)

Responsible Officer: Director Works and Infrastructure (Peter Porch)

ATTACHMENT/S

1. Community Survey 2024-2025 Summary Report [8.2.1 - 17 pages]

PURPOSE

This report summarizes the outcome of a community survey and other consultation mechanisms conducted to inform priorities for Council and budget development for the 2024-25 financial year.

BACKGROUND/OVERVIEW

Council has a range of methods for consulting with community, measuring performance and providing information on activities. Following a similar survey last year, during March 2024, Council conducted a community survey to evaluate performance against last years' survey benchmark. The survey also aimed to ascertain community priorities, informing the budgetary decisions for the 2024-25 financial year.

The survey results are considered for alignment with customer request categories which form a valuable data set providing information on community concerns and actions to consider in level of service provision. There are also other intentional actions associated with community engagement which are initiated to improve on areas where community indicate service levels are below the desired standard. The measures of these actions assist Council to inform and interpret community sentiment.

In a departure from recent year's Community Connect sessions, Councillors and officers provided "Pop-Up" sessions at a greater number of localities to capture community sentiment and concerns or priorities. These sessions are also assessed in our overall evaluation of community engagement on levels of service. The Pop-Up sessions were considered by the community and Councillors who attended to be a very positive means for communicating.

Council conducted its annual Community Survey from March 1st to March 29th, 2024, receiving 175 responses from residents across various locations within the municipality. This equates to approximately 3.5% of the municipality's total population. Over 100 people were directly engaged through the Pop-Up sessions, resulting in 83 completed forms. Customer requests have surpassed 500 for the year, and total survey responses from various enquiries throughout the year amount to 1,251.

Similar to the previous year, a significant portion of respondents, over 57%, were aged 55 and above, reflecting the Council's aging population, which has a median age of 57 years.

The survey aimed to prioritise spending areas for the upcoming year and gauge residents' perceptions of the Council and its service delivery.

Aligned with the Council's vision of being "Prosperous, vibrant, and inclusive. A place where people want to live, work, and visit," This vision is shared by the community who emphasised the importance of spending on roads, maintenance and cleaning of public spaces, drainage, and stormwater management. Dissatisfaction with the condition of local roads, maintenance of public spaces, and stormwater management was evident, indicating areas requiring attention. Conversely, the community expressed less interest in increased investment in public art, *sports facilities, and maintenance of town halls, with higher satisfaction reported in these areas.

Residents overwhelmingly preferred receiving Council-related information via social media platforms, particularly Facebook, over traditional Council meetings.

*(fewer young people were canvassed this year which we consider may have an impact on the low ratings for sports facilities)

Priorities for the Community

The attached report provides the results of the community survey and this report more broadly provides the outcomes of the range of methods used for community engagement. Council is considering the priorities identified in the survey for alignment with the direction articulated in its strategic planning suite of documents and for formulating the budget for the 2024-25 financial year.

An evaluation of the top 5 priorities for community levels of service from the survey and customer requests is shown in the table below. As customer requests relate to faults or failures in Council's infrastructure or services, the numbers of requests by category indicate where service failures most occur and should align with the surveyed priorities of the community.

The top 5 priorities from each are in the table below.

Customer Request Statistics		2024-25 Survey Results	
Trees	91	Roads	93%
Sealed Road	81	Recycling and waste	89%
Stormwater	66	Parks Reserves and other open spaces	87%
Signage	52	Footpaths	87%
Footpaths/Tracks	51	Maintenance and cleaning of public spaces	87%

In customer requests, tree requests have moved from third to first place, overtaking roads as the highest item of concern, with removal or trimming the general motivation. Stormwater has dropped in priority due to the extended dry weather yet still remains in the top 5 priorities for requests while dropping to sixth in the survey.

Signage has emerged as a frequent request category and footpaths are closely aligned for faults reported and priority for budget.

Roads remain the top community concern from the survey while recycling and waste has elevated to second from fifth as a high priority for the community yet there are few requests recorded.

More information is required to better understand the community prioritisation of waste as there are many elements from kerbside collection to green waste and mulching to how plastics are managed and the associated environmental concerns.

Survey results identified equal prioritisation for footpaths, parks and reserves and maintenance and cleaning of public spaces.

In correlating the two information sources we might consider that trees are a key aspect of parks and public open space and provides a correlation between these high priorities.

In the Pop-Up sessions, issues identified aligned strongly with the high priority requests and survey results. The issues were more targeted at particular infrastructure deficiencies at the Pop-Up localities while fitting into the broader categories collected in these other methods. Only 7.2% of Pop-Up visitors responded yes to having completed the survey so the group presented a further population for verification of the identified high priority services.

Communication Initiatives

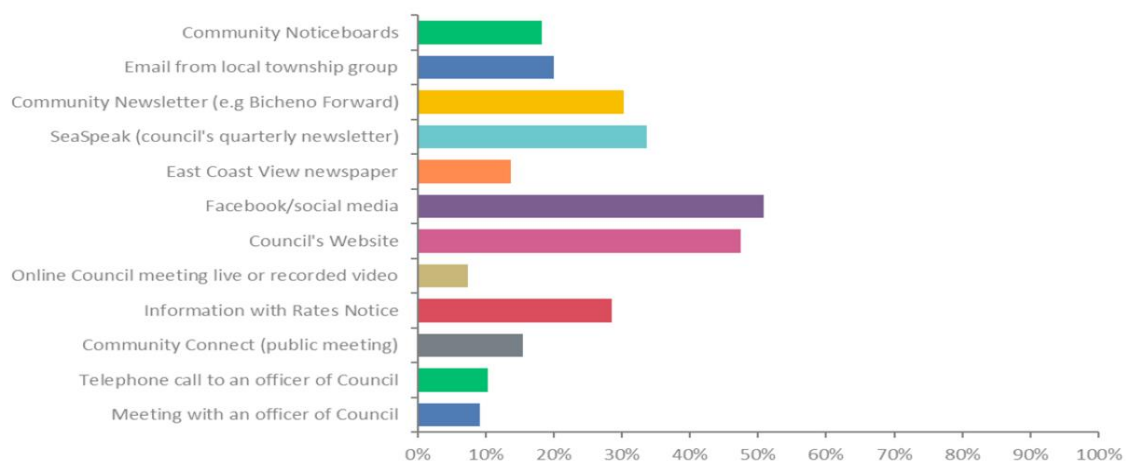
Previous surveys have identified the preferred communication methods for community from Council. This has been actioned throughout the year with particular initiatives. More content and information is being provided in the annual information sheet which goes with the rates notice which is popular.

Changes to the Community Connect session format and the introduction of the Pop-Up sessions. Building up of email groups and for targeted information sharing and social media for broad and swift information dissemination.

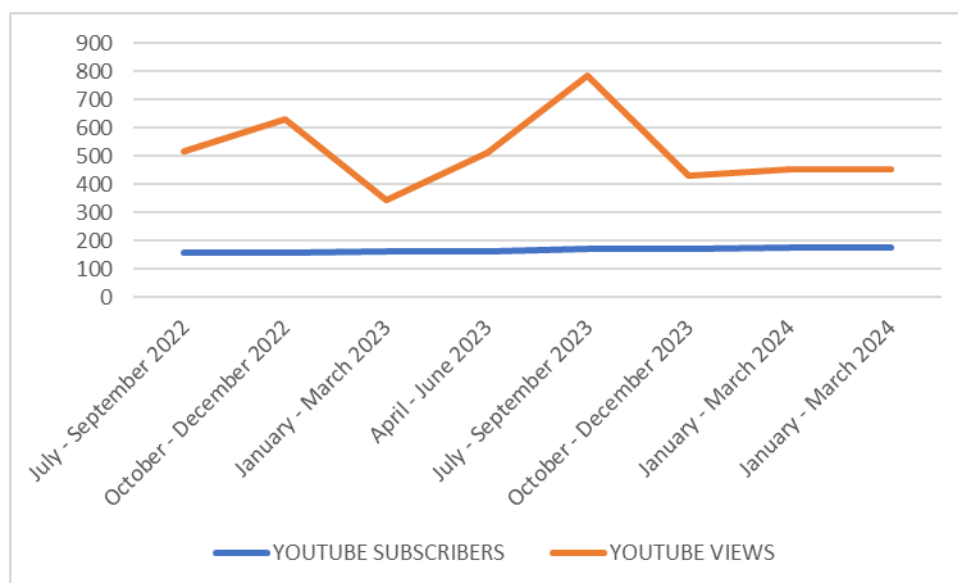
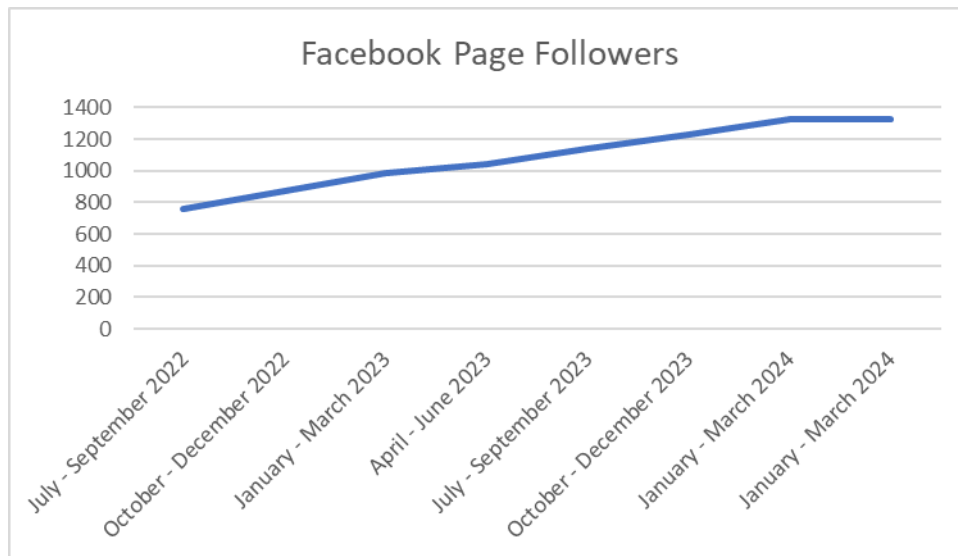
Steady growth has been achieved in the voluntary email subscriptions for information with 600+ now on the email list.

The preferences for communication methods are shown in the chart below:

COMMUNICATION PREFERENCES



The charts below show the steady growth in reach for some of our key communication methods.



Council Performance

The survey sought a rating for community satisfaction which enables a comparison to the benchmark set last year and enables Council to consider the effectiveness of its response and advocacy for community levels of service.

It is acknowledged that there is always work to do and absolute satisfaction can't be achieved yet we strive to improve across the board. The survey results do suggest an improvement in community experiences with Council and the overall perception of Council performance within the last few years is improving.

There is a smaller proportion reporting dissatisfaction and a higher proportion in the satisfied categories. The table below shows the results of the present year survey against last year's benchmarks:



Other consultation has occurred through the year with the Public Toilet Strategy survey and collection of records from the previous budget decision on nature strip mowing. Through the community survey and Pop-Up sessions there was no concern raised about the service level for nature strip mowing. 29 people through the course of the year have either telephoned, emailed, attended a Council meeting to express their view or written to Council to express their dissatisfaction with the decision. The funds from mowing are now channelled into renewal of footpaths kerbs and stormwater with works conducted across the Council area in the last year to address higher priorities for our communities.

STATUTORY IMPLICATIONS

There are no statutory implications.

BUDGET IMPLICATIONS

The information and results described in this report assist Council to prioritise budget determinations however there are no immediate budgetary implications in accepting the report.

RISK CONSIDERATION/S

No risk associated with receiving an information report.

OFFICER'S RECOMMENDATION

That Council acknowledges the high level of public participation in the range of consultation mechanisms deployed and receives and notes the report on community consultation. Council will use the information to inform: the budget priorities for 2024-25; its communication methodology, and opportunities for improvement in service delivery.

8.3 Nomination of Councillor to TasWater Owner’s Representative Group

Author: General Manager (Greg Ingham)

Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

Nil

PURPOSE

To recommend that Council nominates a new Council representative to TasWater Owner’s Representative Group following the resignation of Clr Neil Edwards on 7th May 2024.

BACKGROUND/OVERVIEW

Following the Council elections in October 2022, Council appointed Clr Neil Edwards to the TasWater Owner’s Representative Group.

On the 7th May 2024, Clr Edwards, advised Mayor Arnol he would be resigning from the TasWater Owner’s Representative Group due to other commitments.

About the TasWater Owner’s Representative Group:

Under TasWater’s governance arrangements each Council is required to appoint a person (Owner’s Representative) to represent the Council in any matters pertaining to TasWater and act as a liaison between the Council and the TasWater Board. The responsibilities of an Owner’s Representative include attending and voting at General Meetings of the Owners’ Representatives Group. Each member Council may appoint a deputy representative to fulfil the role of Representative in the absence of the usual Representative. It is expected that only one Representative from each member attends Owners’ Representatives Group meetings.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Advocating and lobbying effectively on behalf of the community.

STATUTORY IMPLICATIONS

Nil.

BUDGET IMPLICATIONS

There are no budget implications to Council apart from any out-of-pocket travel expenses to be reimbursed to Councillors if required.

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 Council may not have representation on the above-mentioned committee.	Possible	Moderate	Moderate	Review and present to Council at a future Council Meeting.

OFFICER'S COMMENTS

To ensure adequate representation by Council on the above-mentioned committee, Council should appoint a Council representative as soon as possible.

As the Mayor is the designated spokesperson for Glamorgan Spring Bay Council, there is value in the Mayor becoming familiar with key aspects of the activity through engagement with the regular meetings.

OFFICER'S RECOMMENDATION

That Council appoint Mayor Cheryl Arnol to the TasWater Owner's Representative Group, effective 28 May 2024.

8.4 Review of Councillor Allowances & Expenses Policy

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

1. Councillor Allowances and Expense Reimbursement Policy - Review May 2024 [**8.4.1** - 10 pages]

PURPOSE

The purpose of this report is to recommend that Council updates the existing *Councillor Expenses and Allowances Policy* as attached to this report.

BACKGROUND/OVERVIEW

To promote and continue to improve the good governance within Glamorgan Spring Bay Council, the *Councillor Expenses and Allowances Policy* has been reviewed and updated. The reviewed policy has added to Councillor allowances, in particular cost reimbursement of private phone use for Council duties to be an available allowance, as well as an update of what insurances are provided for Councillors, and some minor grammatical items.

The *Councillor Expenses and Allowances Policy* applies to all Councillors elected to the Glamorgan Spring Bay Council and addresses the following key items:

- Prescribed allowances
- Other Allowances including communication devices
- Insurances
- Reimbursables

The revised *Councillor Expenses and Allowances Policy* was reviewed with Councillors at the Council Workshop on 16 April 2024.

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 (General) Regulations 2015*

BUDGET IMPLICATIONS

A budget line item for Councillor expenses has been provided for.

RISK CONSIDERATION/S

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

OFFICER'S COMMENTS

The Policy has been reviewed and is recommended for adoption. If adopted by Council at the next Ordinary Council Meeting, the Policy will be made available on Council's website and staff intranet.

OFFICER'S RECOMMENDATION

That Council adopt the *Councillor Expenses and Allowances Policy* as attached to this report.

9 NOTICES OF MOTION

Nil.

10 PETITIONS

10.1 Petitions Received - Harveys Farm Road, Bicheno

Author: General Manager (Greg Ingham)

Responsible Officer: Director Works and Infrastructure (Peter Porch)

ATTACHMENT/S

Nil.

PURPOSE

To provide information to Council following the receipt of a petition in regard to the intersection of Tasman Hwy, Bicheno and Harvey's Farm Road, Bicheno.

BACKGROUND/OVERVIEW

In accordance with Section 57 of the *Local Government Act 1993*, Council received a petition on 1 May 2024, signed by 33 individuals, outlining the following:

We the ratepayers and users of Harvey Farm Road in Bicheno have become increasingly worried about the egress from our road to the Tasman Highway.

The intersection is partially concealed with a blind corner to the south of the highway and there have been many near misses from speeding cars travelling into Bicheno and not slowing until the driver sees the Bicheno sign situated well after the intersection.

We ask that further signage and/or road management be undertaken at this increasingly busy intersection before there is a serious accident or fatality.



STRATEGIC PLAN REFERENCE

Key Foundations

3. Infrastructure and Services

This means

- Providing and managing a safe and well-maintained road and bridge network across the municipality.

STATUTORY IMPLICATIONS

Section 57, Local Government Act 1993.

BUDGET IMPLICATIONS

There are no financial implications in adopting the Officer's Recommendation.

OFFICER'S COMMENTS

The petition was handed to the General Manager at the Bicheno community pop-up session on the 1 May 2024.

The Australian Government provides a Black Spot funding program run through State Departments to address safety issues at intersections and other high-risk locations.

Funding eligibility is prioritised as follows:

Funding is mainly available for the treatment of Black Spot sites, or road lengths, with a proven history of crashes. Project proposals should be able to demonstrate a benefit to cost ratio of at least 2 to 1. For individual sites such as intersections, mid-block or short road sections, there should be a history of at least three casualty crashes over a five-year period. For lengths of road, there should be an average of 0.2 casualty crashes per kilometre per annum over the length in question over five years.

The requirement of a history of crashes ensures that those sites that have a recurrent problem are targeted first for treatment.

The Black Spot Program also recognises that there are road locations that could be considered as 'accidents waiting to happen'. Therefore, some program funds may be used to treat sites where road traffic engineers have completed a Road Safety Audit and found that remedial work is necessary. This allows an opportunity for proactive safety works to be undertaken before casualties occur.

Officers have requested crash statistics for the site as this will be a requirement of any application for the works and is important to provide in an advocacy capacity to State Growth.

The records received, dating back to 2001, indicate no crashes occurring at this intersection. The vicinity of the data report extends to Douglas Street where 6 crashes have occurred in the same time period. 3 further up Harveys Farm Road and 3 on the Tasman Highway south of the intersection with Harvey's Farm Road.

The petitioners suggest additional signage or other measures. Despite the lack of crashes at the intersection, we are confident that there will be a sympathetic response to moderate measures like signage, to highlight the presence of the intersection to highway drivers.

OFFICER'S RECOMMENDATION

That Council:

1. Receives the petition and writes to the petitioner advising them that their petition has been considered, and;
2. Advocates on behalf of the petitioners with State Growth, the highway road controlling authority for an investigation into possible safety improvements at the intersection with Harvey's Farm Road, Bicheno.

April 25, 2024

TO WHOM IT MAY CONCERN

We the ratepayers and users of Harvey Farm Road in Bicheno have become increasingly worried about the egress from our road to the Tasman Highway.

The intersection is partially concealed with a blind corner to the south of the highway and there have been many near misses from speeding cars travelling into Bicheno and not slowing until the driver sees the Bicheno sign situated well after the intersection.

We ask that further signage and/or road management be undertaken at this increasingly busy intersection before there is a serious accident or fatality.

Thanking you in anticipation.

NAME	ADDRESS	SIGNATURE
Carol Smith	286 Harvey Farm Road 7215	
PAMELA O'HARA	287 Harvey's Farm Road 7215	
John O'HARA	287 HARVEYS FARM ROAD 7215	
Pete Last	300 Bunny Tann Rd 7215	
Rowana MAZZOTTI	209 HARVEYS FARM RD 7215	
Glenn Smith	286 Harvey's Farm Rd 7215	
JON BARNES	251 HARVEYS FARM RD 7215	
Narelle Barkus	276 Harvey's Farm Rd 7215	
ROBERT GORRINGE	276 HARVEYS FARM ROAD 7215	
KEITH HARRISON	6 Tasman Hwy Bicheno 7215	
Dieter Neumann	139 HARVEYS FARM BICHENO 7215	
SAN JENKINSON	59 HARVEYS FARM RD 7215	
M. SHERWIN	3/17 SWILLAIN ST 7215	
Tracey Matheson	41 HARVEYS FARM RD 7215	
JH Grant	17 Aiken St Bicheno 7215	
Aiden Etges	3 Foster Street Bicheno 7215	
Peter Houston	154 Tasman Hwy Bicheno "	
Dee TIPPING	139 HARVEYS FARM RD 7215	
J. LYNNINGHAM	8 COULAND BAY BICHENO.	
S. Rooney	11 Sea Eagle Drive Bicheno	
SPRUE DOCKWORTH	40 HARVEYS FARM 7215	
Wendy Beutel	24 Wallace Ave Bicheno	
LEON YATES	232 HARVEYS FARM ROAD, BICHENO	

TO WHOM IT MAY CONCERN

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We ask that further signage and/or road management be undertaken at this increasingly busy intersection before there is a serious accident or fatality.

Thanking you in anticipation.

NAME	ADDRESS	SIGNATURE
LEANNE PAGE	5 LEHNER CRS	<i>L. Page</i>
ABELLA GAZE	179 HARVEYS FARM RD	<i>Abella Gaze</i>
Nick Gaze	179 HARVEYS FARM RD	<i>Nick Gaze</i>
Pam & Bob Dawson	102 Suncoast Drive	<i>P. Dawson</i>
Elizabeth Grey	5 Wedgetal Cr Bicheno	<i>E. Grey</i>
Adriana Farrell	10 Gordon Heights	<i>A. Farrell</i>
AGATUZIA LEHNER	2 LEHNER CRS BICHENO	<i>Agatuzia Lehner</i>
Jennifer Gales	41 Bungee Street Bicheno	<i>J. Gales</i>
LOUISA JENKINSON	189 HARVEYS FARM RD BICHENO	<i>L. Jenkinson</i>
Alison Collier	232 HARVEYS FARM RD BICHENO	<i>A. Collier</i>
LEON YATES	232 HFK Bicheno	<i>L. Yates</i>

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 23 April 2024**
As per the provisions of Regulation 15 (2) (a) and (d) 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 Mayor to declare the meeting closed at [time].

CONFIRMED as a true and correct record.

Date: **Mayor Cheryl Arnol**