



ORDINARY COUNCIL MEETING MINUTES

TUESDAY 22 NOVEMBER 2022

2:00 PM

Council Chambers, Triabunna

NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 22 November 2022, commencing at 2:00 pm.

QUALIFIED PERSON CERTIFICATION

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

Dated this Thursday 17 November 2022



Greg Ingham
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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UNCONFIRMED

1 OPENING OF MEETING

The Mayor welcomed Councillors and staff and declared the meeting open at 2.01pm.

1.1 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, present and emerging.

1.2 Present and Apologies

Present:

Mayor Cheryl Arnol
Deputy Mayor Michael Symons
Clr Rob Churchill
Clr Neil Edwards
Clr Greg Luck
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

Apologies:

Nil.

1.3 In Attendance

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

1.4 Late Reports

DECISION 233/22

Moved Cllr Jenny Woods, seconded Deputy Mayor Michael Symons:

That Council accepts late report item *Stormwater Management Plan update* as late agenda item 8.11.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

The General Manager advised that the late agenda item was directly related to the current and ongoing adverse weather events. It has been important for Council to update its Stormwater Management Plans as a matter of urgency to address concerns of ratepayers and for the Councillors to be advised of the status.

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.

Please note that Deputy Mayor Michael Symons declared an interest in Agenda Item 8.10

1.6 Declaration of Office

Author: General Manager (Greg Ingham)
Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

1. Certificate of Election (signed) - Glamorgan- Spring Bay [1.6.1- 1 page]

PURPOSE

To acknowledge the making of the Councillor declarations of office on Tuesday 8 November 2022 as per the requirement of the *Local Government Act 1993*.

BACKGROUND/OVERVIEW

The General Manager advises that the Certificate of Election for the 2022 Local Government Elections was issued to Glamorgan Spring Bay Council on 31 October 2022 (as per attached).

Section 321 of the *Local Government Act 1993 (Tas)* requires that:

- (1) Any person elected as councillor must make a prescribed declaration in a prescribed manner.*
- (2) A person elected as a councillor who has not made a declaration must not-*
 - (a) act in the office of councillor, mayor or deputy mayor; or*
 - (b) take part in the proceedings of any meeting of the council or a committee.*
- (3) A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting*

The General Manager advises that the Councillors named in the Certificate of Election (as per Attachment 1) made their declarations of office on Tuesday 8 November 2022 at the Triabunna Community Hall.

STRATEGIC PLAN REFERENCE

Guiding Principles

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

Key Foundations

1. Our Governance and Finance

What we plan to do

- Develop and foster a strong, supportive and respectful organisational culture.

STATUTORY IMPLICATIONS

In accordance with the requirements of s.321(3) of the *Local Government Act 1993*, a Council is to acknowledge the making of a declaration at its meeting and the General Manager is to record that fact in the minutes of that meeting.

BUDGET IMPLICATIONS

N/A

RISK CONSIDERATION/S

N/A

OFFICER'S COMMENTS

At the declaration of office ceremony, the General Manager congratulated and welcomed the newly elected councillors and returning councillors.

As per section 321 (Declaration of Office) of the *Local Government Act 1993* and regulation 40 of the *Local Government (General) Regulations 2015*, all Councillors completed, read the completed prescribed declaration and signed the same in front of the General Manager (as witness). It is noted that all newly elected Councillors completed the requisite declaration on Tuesday, 8 November 2022.

OFFICER'S RECOMMENDATION

That Council formally acknowledges the making of the declaration by all eight Councillors in the presence of the General Manager at Triabunna Community Hall on Tuesday 8 November 2022.

DECISION 234/22

Moved Deputy Mayor Michael Symons, seconded Clr Jenny Woods:

That Council formally acknowledges the making of the declaration by all eight Councillors in the presence of the General Manager at Triabunna Community Hall on Tuesday 8 November 2022.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Greg Luck, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 25 October 2022

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Tuesday 25 October 2022 at 2:00pm be confirmed as a true and correct record.

DECISION 235/22

Moved Cllr Rob Churchill, seconded Deputy Mayor Michael Symons:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 25 October 2022 at 2:00pm be confirmed as a true and correct record.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

2.2 Date and Purpose of Workshop(s) Held

TUESDAY 8 NOVEMBER 2022

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 10:15am to 3:30pm on Tuesday 8 November 2022 at the Council Offices, Triabunna.

Present:

Mayor Cheryl Arnol
Deputy Mayor Michael Symons
Clr Rob Churchill
Clr Neil Edwards
Clr Greg Luck
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

Apologies:

Nil.

In Attendance:

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

Guests

Nil.

Agenda

- Council Representation on Section 24 Special Committees of Council
- Nomination of Councillors for Council Representatives on Committees and Boards
- Review of Statement of Expectations Issue Resolution Policy
- Outline for Council Induction
- Council Workshop and Ordinary Meetings
- Dog Management Policy Review – Working Group Establishment
- Planning Delegations
- Asset Management Plan – Bridges

RECOMMENDATION

That Council notes the information.

DECISION 236/22

Moved Cllr Jenny Woods, seconded Cllr Carole McQueeney:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

UNCONFIRMED

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

Ms Jen Hackett

Q1. *Please state/provide the dollar value of the residential, commercial, industrial, primary production and sports and recreation general rates per rate category as I have listed in this sentence and per GSBC rate regions budgeted for the 2023 financial year, in the same way/format as you provided me personally for the 2021 financial year and as an agenda attachment in November 2021 for the 2022 financial year. I.e. breakdown total rates into the stated rate sectors per GSBC rate region.*

Response from General Manager, Greg Ingham

A table is provided in the Agenda attachments.

Q2. *In the June 2021 Community Connect in Coles Bay it came up that Council did not have the authority to issue parking tickets to "police" parking restrictions in the GSB region. We were told that the process was underway to change this and should be completed in about 10 months. From memory it was Alex Woodward who provided that information to the group attending. It is now about 16 months since that meeting. Are Council now able to enforce parking restrictions and issue parking tickets in the GSB region? And if Council cannot yet issue parking tickets, when will Council be able to do this?*

Response from General Manager, Greg Ingham

In order to regulate Parking within the municipality, Council would need to make a Parking By-Law under section 145 of the Local Government Act 1993. The process to develop and formally make a By-Law would take at least 10 months. Prior to landing at this decision, Council would need to firstly consider parking regulation through the development of a parking strategy. This would look at parking in all of our town centres and consider factors such as resources (for administration and regulation) and the impact on local businesses and residents. At this point in time there are no plans to develop a Parking By-Law.

It is noted that Council has an Environmental Health By-Law 2019 which is in the process of being reviewed which may have been misunderstood that could include parking when discussed at the community connect sessions.

Bicheno Community Development Association

The Lions Park has been the main playground for Bicheno residents and visitors for many years. Approximately three to four years ago, the swing set was removed from the playground as it was deemed unsafe. Council also removed at least two well developed trees for the purpose of installing new playground equipment (or adult gym equipment).

New playground equipment was purchased 3 years ago, but shallow subsurface rock prevented its installation, and the equipment was placed in storage.

To date, no action has yet taken place, and the Lions Park play equipment still remains outdated and undeveloped.

Lions Park is a very poor display of a welcoming area for families. The barbecue area is covered in offensive graffiti, and is often unclean; the toilet facilities are located across a street; and the play equipment is outdated and not stimulating for children to use. When visiting other regional towns that provide wonderful park and playground environments, to then return to Bicheno and not have a similar stimulating environment on offer, is disheartening at the least.

Bicheno is the fastest growing town in the municipality of Glamorgan Spring Bay Council with the youngest age demographic. Providing playground equipment in our regional town will provide a stimulating environment for our young people in the community. Our children need these stimulating environments to improve and develop their key cognitive, social and physical skills.

Can you please address the following questions:

- Q1. What playground equipment was purchased by the Council and at what cost?*
- Q2. Can the equipment be modified to make it suitable for this site?*
- Q3. What does Council propose to do to improve the Lions Park to present a welcoming environment to families who live and visit Bicheno?*

Response from General Manager, Greg Ingham

The General Manager will provide a written response for the Ordinary Council Meeting to be held on Tuesday 13 December 2022.

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.

Nil.

UNCONFIRMED

4 PLANNING AUTHORITY SECTION

Nil Reports.

UNCONFIRMED

5 FINANCIAL REPORTS

5.1 Financial Reports for the period ending 31 October 2022

Author: Director Corporate & Community (Elysse Blain)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Group Financial Statements 2022-10. - FINA Lpdf [5.1.1 - 3 pages]
2. Capital Works Projects 2022-10 [5.1.2 - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended 31 October 2022 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	Likely	Likely	High	By not adopting the recommendation Council is not endorsing the financial reports for the period ending 31 July 2021. Council needs to endorse.
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.				

OFFICER'S RECOMMENDATION

That Council receives and notes the Financial Reports as attached to this report for the period ended 31 October 2022.

DECISION 237/22

Moved Deputy Mayor Michael Symons, seconded Cllr Rob Churchill:

That Council receives and notes the Financial Reports as attached to this report for the period ended 31 October 2022.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

6 SECTION 24 COMMITTEES

Nil.

UNCONFIRMED

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

ATTACHMENTS

1. Coles Bay Foreshore Path - Muirs Beach to Jetty Rd [7.1.1 - 3 pages]
2. PW S-118989 Freycinet Shared Use Track For Information [7.1.2 - 3 pages]

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; 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.

A review of asset management plans has commenced in accord with the requirements of the Local Government Act 1993. Council's asset management plans are to be reviewed within 6 months of the council election as advised to the Minister of Local Government in the November 2022 Performance Improvement Direction Report. The review has commenced with the road assets where Bridges have been separated out as a distinct asset class for this review.

CONSULTANT SERVICES

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

- Projects Management: Coles Bay Foreshore Track/Bicheno Gulch/Bicheno Triangle/Swansea Street Upgrade.
- Storm damage project development and grant application requirements – Rheban Rd and Old Coach Road shoulder collapse.
- Stormwater Catchment Plan development.

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- Unsealed road inspections – 3.
- Wielangta Rd, maintenance grade – Underway.

- Earlham Rd, maintenance grade - November 2022- random locations repaired in October due to erosion from rain.
- Potholing of numerous unsealed roads due to wet weather - ongoing.
- Brockley Rd flood damage - Repaired twice in October – completed.
- Grange Rd flood damage - Repaired twice in October - completed.
- Old Coach Rd land slide due to wet weather - barricaded and managed.
- Cold mixing of potholes across the municipality - Ongoing - approx 8 tonne used for October.
- Box out road failures:
 - Hazards View Drive, Swanwick- box out completed, awaiting re-seal (has been too wet)
 - Esplanade, Coles Bay - box out completed, awaiting re-seal (has been too wet).
 - Road failure- Harold St, Coles Bay - Underway, investigating source of water. Ag drain installed and is now drying out.
 - Road failure, Cosgrove St, Coles Bay - Ag drain installed and now waiting for pavement to dry out.
 - Bernacchi Drive, Orford- Assessing failure.
 - Opposite 42 Rosedale Rd, Bicheno - box out completed, awaiting re-seal (has been too wet).
- Ongoing wet weather is impacting sealed roads right across the municipality. Pavements are getting water ingress resulting in seal failures - ongoing for October. Dry period needed to complete seal repairs.
- Harvey Farm Rd road failure - boxed out, awaiting seal.
- Sandspit bridge, Wielangta Rd - removed large logs from upstream side of bridge - completed.
- Duck Park walking bridge- pressure clean completed to remove dirt and moss.
- 8 Gamble Crescent, Bicheno - repair driveway – underway.
- Roadside slashing up to date and on schedule. Reach mower doing designated municipal roads between Buckland and Swansea - Completed on Levendale Back Rd, Cutting Grass Rd, Hoods Rd, Esplanade East (Triabunna), McNeills Rd, Crossins Rd and Glen Gala Rd.

STORMWATER, DRAINAGE

- Normal maintenance activities.
- Open drain/culvert work request back log - quite a high backlog currently due to weather conditions and sites too wet to access.
- Cleaning of open drains in Harvey Farm Rd – completed.
- Install extra culvert pipe in Murray St, Swansea to reduce flooding – completed.
- Clean out open drain in Gamble Crescent, Bicheno - completed.
- Drain behind 22 East Shelly Rd - drain cleaned out and larger pipe installed to reduce flooding of residents- completed.
- Block truck to unblock drains/culverts/pits from Buckland to Orford/Triabunna - booked for 18th November for 1 day.

- Bottom end of Swanwick Drive flooding- inspected sites with residents to look at ways to minimise flooding- Block/vac truck to clean stormwater pipes/outlets. GSBC to install 1 extra side entry pit and upgrade 2 smaller side entry pits. Owner of Duck pond to improve drainage behind houses and lower overflow on larger dam- Block/vac truck work completed.

WASTE MANAGEMENT

- All Waste Transfer Stations (WTS) operating on summer opening hours - Monday, Tuesday, Wednesday, Thursday, Friday and Sunday until April 2023.
- Mulching of green waste- trial of machine at Orford WTS – Completed.
- New Swansea WTS attendant- New attendant started with council.
- Slippery condition signage installed for Orford WTS - completed.

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- 12 inspections completed for the month.
- Duck Park- installed extra rubbish bins – completed.
- Tree trimming in high-risk locations(parks and public spaces) across municipality - Ongoing, some what behind schedule due to wet weather.
- Bicheno walking tracks from Murray St to Champ St, both sides of road- waiting for ground conditions to dry out.
- Walking track in Sea Eagle Drive, Bicheno- extra drainage completed.

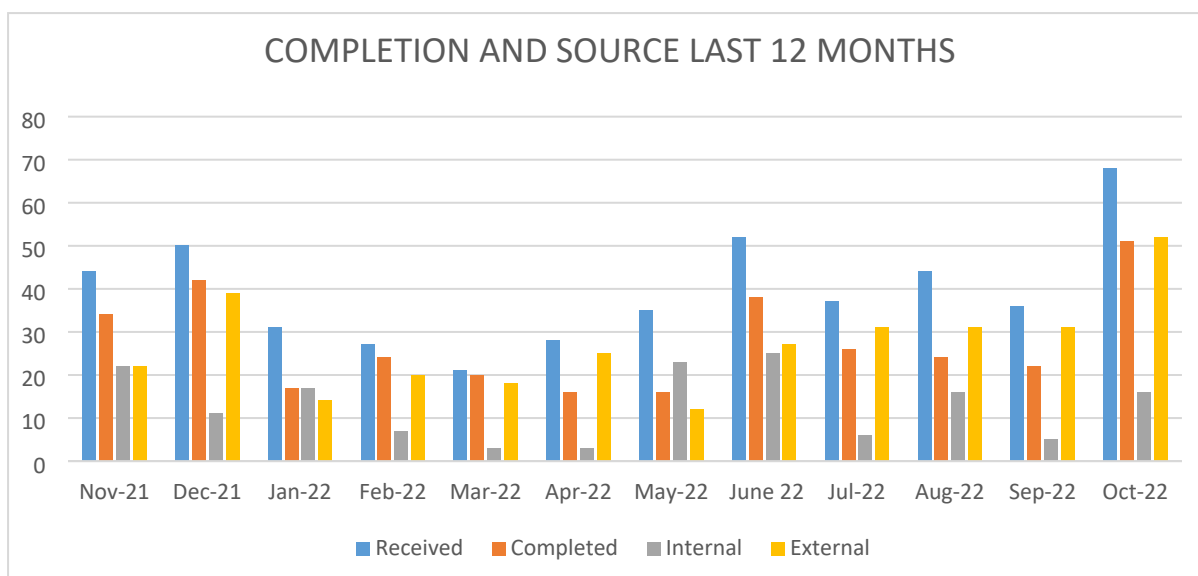
EMERGENCY MANAGEMENT

Rainfall throughout October After hours rostering carried out as scheduled. Pro-active drain clearing carried out prior to rains and during through work hours.

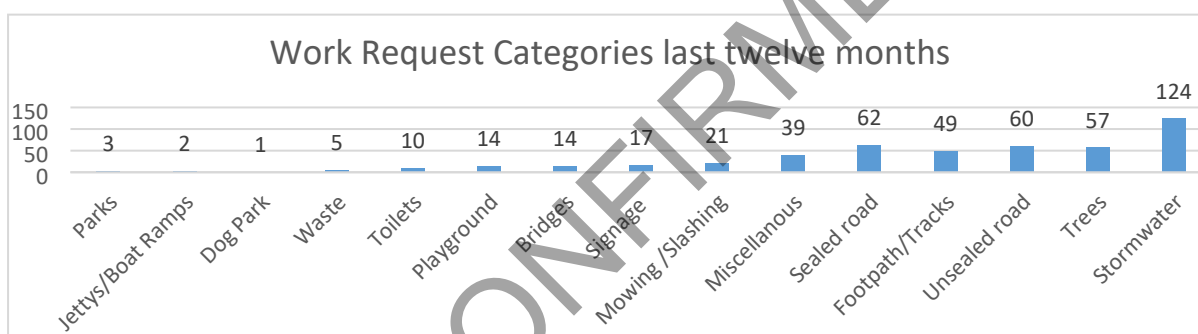
- High wind day on 31st October - Large number of fallen trees and branches needed to be cleared in the days following, impacting other planned works.
- Glen Gala road closure sign and bridge signs washed out with floods- re-install completed.

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

Grant funded

The combined projects value being delivered by consultant services for the Community Development Grant are valued at \$4,176,500.

This comprises:

- Dolphin Sands Shared Pathway
- The Gulch Bicheno
- Bicheno Footpaths
- Bicheno Triangle
- Swansea Main Street Upgrade
- Coles Bay Foreshore

The consultant costs which include survey, geotechnical investigation, underground services locations, design and project management total \$597,429 to date or 14.3% of the grant value. The Project Management fees included in the above consultant costs are \$343,739 or 8.2% of the costs to date over 2 years and 9 months.

Dolphin Sands shared pathway and Bicheno footpaths are complete. Swansea street upgrade construction has commenced. Bicheno Triangle is going to tender. The Gulch is awaiting Parks comment to enable lodgement of development application. Coles Bay Foreshore is ready to

consult with community on the 26th November 2022 at Coles Bay Hall and if agreement with community is achieved will go to tender early in the new year. The documentation is simple for a design and construct tender and local contractors who have built similar tracks for parks have been consulted on the extent of design for adequacy for tendering, (design attached).

Black Summer Bushfire Projects: Swansea Helipad – consultation with stakeholders ongoing. DA lodgement underway.

PLANT AND VEHICLES

- Delivery of plant on this year's program expected by the end of the calendar year.
- GSBC grader developed mechanical issues and went to CAT Hobart for repair, CAT hire grader engaged to maintain unsealed road schedule- GSBC grader due back 10/11/2022

GENERAL

- Continued wet weather resulted in the collapse of a section of road verge on Old Coach Road. The section impacted is in the order of 70 metres in length. The road is still open with traffic signage at the location and single lane operation. Council will pursue funding under the SES Emergency Management Arrangements for these repairs. Geotechnical investigations are underway to inform design and reconstruction estimates.
- Approvals for investigative excavation have been received for Rheban Rd. The road at this point doesn't sit within a road reserve but a crown reserve and is subject to heritage requirements at the base of the collapse where investigative digging is required.

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 Food and Wine Festival
- Triabunna Squid Festival

RECOMMENDATION

That Council notes the information.

DECISION 238/22

Moved Cllr Rob Churchill, seconded Cllr Robert Young:

That Council notes the information.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

UNCONFIRMED

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 Proposed Schedule - 2023 Ordinary Meetings of Council

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

Nil

PURPOSE

The purpose of this report is to provide a schedule of proposed meeting dates for the 2023 Ordinary Meeting of Council to Council for review, consideration, and adoption.

BACKGROUND/OVERVIEW

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

The proposed dates for Ordinary Council Meetings for 2023 continue to be scheduled for the fourth Tuesday of each month, commencing at 2:00pm in the Council Chambers, except for:

- the April 2023 Ordinary Meeting which is proposed to be held on Tuesday 18 April 2023 due to Tuesday 25 April 2023 being Anzac Day; and
- the December 2023 Ordinary Meeting which is proposed to be held on Tuesday 12 December 2023 due to the Christmas holiday period; and
- the Annual General Meeting which is proposed to be held on Tuesday 12 December commencing at 5:30pm due to the requirement for Council's to hold an Annual General Meeting not later than the 15 December each year.

Meetings will continue to be lived streamed to the public during 2023.

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

STRATEGIC PLAN REFERENCE

Guiding Principles

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

Key Foundations

1. Our Governance and Finance

What we plan to do

- Develop and foster a strong, supportive and respectful organisational culture.

STATUTORY IMPLICATIONS

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

BUDGET IMPLICATIONS

Other than advertising costs, no significant budget implications are identified in Council adopting of the proposed 2023 schedule of Ordinary Meetings of Council and Council's Annual General Meeting as presented.

RISK CONSIDERATION/S

By not adopting and advertising its schedule of dates for the 2023 Ordinary Meetings of Council and the 2023 Annual General Meeting Council risks non-compliance with the requirements of the Regulations.

OFFICER'S COMMENTS

It is recommended that the 2023 Ordinary Meetings of Council continue to be held on the fourth Tuesday of each month commencing at 2.00pm in the Council Chambers, Triabunna (subject to public holidays and COVID-19 restrictions).

It is further recommended that the December 2023 Ordinary Meeting of Council be held on the second Tuesday being the 12 December 2022, and that the 2023 Annual General Meeting be held at 5.30pm on the 12 December following the Ordinary Meeting of Council.

MEETING DATE	TIME
Tuesday 24 January 2023	2:00pm
Tuesday 28 February 2023	2:00pm
Tuesday 28 March 2023	2:00pm
Tuesday 18 April 2023	2:00pm
Tuesday 23 May 2023	2:00pm
Tuesday 27 June 2023	2:00pm
Tuesday 25 July 2023	2:00pm
Tuesday 22 August 2023	2:00pm
Tuesday 26 September 2023	2:00pm
Tuesday 24 October 2023	2:00pm
Tuesday 28 November 2023	2:00pm
Tuesday 12 December 2023	2:00pm
Tuesday 12 December 2023 (Annual General Meeting)	5:30pm

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

OFFICER'S RECOMMENDATION

That Council by absolute majority:

1. Adopts the following schedule of dates for the 2023 Ordinary Meetings of Council to commence at 2.00pm; and
2. That the 2023 Annual General Meeting of the Glamorgan Spring Bay Council be held on Tuesday 12 December 2023 commencing at 5.30pm; and
3. That Special Meetings of Council can be held at any time.

MEETING DATE	TIME
Tuesday 24 January 2023	2:00pm
Tuesday 28 February 2023	2:00pm
Tuesday 28 March 2023	2:00pm
Tuesday 18 April 2023	2:00pm
Tuesday 23 May 2023	2:00pm
Tuesday 27 June 2023	2:00pm
Tuesday 25 July 2023	2:00pm
Tuesday 22 August 2023	2:00pm
Tuesday 26 September 2023	2:00pm
Tuesday 24 October 2023	2:00pm
Tuesday 28 November 2023	2:00pm
Tuesday 12 December 2023	2:00pm
Tuesday 12 December 2023 (Annual General Meeting)	5:30pm

DECISION 239/22

Moved Cllr Jenny Woods, seconded Cllr Robert Young:

That Council by absolute majority:

1. Adopts the following schedule of dates for the 2023 Ordinary Meetings of Council to commence at 2.00pm; and
2. That the 2023 Annual General Meeting of the Glamorgan Spring Bay Council be held on Tuesday 12 December 2023 commencing at 5.30pm; and
3. That Special Meetings of Council can be held at any time.

MEETING DATE	TIME
Tuesday 24 January 2023	2:00pm
Tuesday 28 February 2023	2:00pm
Tuesday 28 March 2023	2:00pm
Tuesday 18 April 2023	2:00pm
Tuesday 23 May 2023	2:00pm
Tuesday 27 June 2023	2:00pm
Tuesday 25 July 2023	2:00pm
Tuesday 22 August 2023	2:00pm
Tuesday 26 September 2023	2:00pm
Tuesday 24 October 2023	2:00pm
Tuesday 28 November 2023	2:00pm
Tuesday 12 December 2023	2:00pm
Tuesday 12 December 2023 (Annual General Meeting)	5:30pm

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

8.2 Nomination of Councillors for Council Representatives on Committees and Boards

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

Nil

PURPOSE

To recommend that Council nominates Council representatives on various committees, boards, and associations to ensure adequate representation by Council.

BACKGROUND/OVERVIEW

Following an ordinary Council election, Council is required to appoint Councillor representatives and members to various committees, boards and associations.

Below is a list of the various committees, boards and associations that require Council representation, along with a list of the previous Councillor representatives.

Committee/Boards/Associations	Previous Councillor Representative
Local Government Association of Tasmanian (LGAT)	<ul style="list-style-type: none">Mayor Robert Young
Southern Tasmania Councils Authority (STCA)	<ul style="list-style-type: none">Mayor Robert YoungDeputy Mayor Jenny Woods (Proxy)
TasWater Owner Representative Group	<ul style="list-style-type: none">Clr Annie Browning
Glamorgan Spring Bay Audit Panel Committee	<ul style="list-style-type: none">Clr Cheryl ArnolClr Rob Churchill
Business & Employment Southeast Tasmania (BEST) - formally South East Regional Development Association (SERDA)	<ul style="list-style-type: none">Mayor Robert YoungDeputy Mayor Jenny Woods (Proxy)
East Coast Tourism Board	<ul style="list-style-type: none">Clr Rob Churchill
Municipal Emergency Management Committee	<ul style="list-style-type: none">Mayor Robert Young
East Coast Catchment Steering Committee	<ul style="list-style-type: none">Clr Cheryl Arnol

Local Government Association of Tasmanian (LGAT)

As per the Rules of the Local Government Association of Tasmania (LGAT) in relation to Voting Delegates it is required that after each ordinary Council Election the organisation requests the names of the Voting Delegate and Proxy/s from each Member Council for voting at Meetings of the Association.

It is recommended that Council nominate a Voting Delegate and Proxy for Local Government Association of Tasmanian.

Southern Tasmania Councils Authority (STCA)

The Southern Tasmanian Councils Authority is a regional organisation of Councils created by the twelve Southern Councils to facilitate cooperative working partnerships and to improve the ability of Councils to take joint action to address regional development issues and progress sustainable economic, environmental and social outcomes for Southern Tasmania, its local communities and the State. In addition it has a role in actively lobbying State and Federal Governments on issues that promote the combined interests of its member Councils.

The STCA Board comprises of the Mayors of the 12 Councils.

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.

Glamorgan Spring Bay Audit Panel Committee

The Audit Panel is established under Section 85(1) of the *Local Government Act 1993* and as directed under the *Local Government (Audit Panels) Order 2014* and the *Local Government (Audit Panels) Amendment Order 2015*. The primary functions of the Audit Panel is to assist Elected Members (Councillors) of the Glamorgan Spring Bay Council in fulfilling Council responsibilities relating to the review of the Council's performance and effectiveness as well as safeguarding its long-term financial position.

A member of the Audit Panel will be appointed for a period not less than one year and not more than four (4) years. A Councillor representative must stand down at the next election following the appointment of the Audit Panel but shall be eligible for re-appointment if re-elected to Council, nothing that the Mayor is not eligible to be a member of the Audit Panel.

Business & Employment Southeast Tasmania (BEST) - formally South East Regional Development Association (SERDA)

The Business & Employment Southeast Tasmania (BEST) is made up of Clarence City, Sorell, Tasman and Glamorgan Spring Bay Councils. BEST is a community designed program, providing a localised, flexible, person-centred approach to delivering employment services to the community (including community members who may not be receiving Centrelink benefits). The program is designed to link local people with local jobs and assist community members on their individual journey to further education and training and/or employment, including linking people with other services.

The Mayors of each of the four (4) councils make up the key representatives for BEST.

East Coast Tourism

East Coast Tourism (ECT) is the peak tourism body for the east coast of Tasmania. ECT is responsible for the development and growth of the tourism industry in the region through

industry leadership and development, product development, marketing, identifying infrastructure and investment opportunities, advocacy and tourism sustainability. The ECT is jointly funded by Tourism Tasmania, the Glamorgan Spring Bay and Break O'Day Councils. The Council has a position on the Board and most recently Councillor Rob Churchill was that representative.

Municipal Emergency Management Committee

Section 20 of the *Emergency Management Act 2006* establishes the Glamorgan Spring Bay Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.

Section 22 of the *Emergency Management Act 2006* outlines this committee's purpose and functions generally as:

"... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ..."

As prescribed under the *Emergency Management Act 2006*, Director of Works and Infrastructure, Mr Peter Porch, is the Council Municipal Emergency Management Coordinator. Works Manager, Mr Darren Smith, is the Deputy Emergency Management Coordinator.

East Coast Catchment Steering Committee

The purpose of the East Coast Catchment Steering Committee is to:

- connect and engage community and stakeholders in order to maintain and improve our biodiversity, land, water, and coast.
- provide, perspectives, advice and guidance in the development and implementation of NRM Strategies and programs with a particular focus on Tasmania's east coast.
- In the short term to provide direction to the Glamorgan Spring Bay NRM Strategy

STRATEGIC PLAN REFERENCE

Guiding Principles

2. Reinforce and draw on the strengths of our communities at both a local and regional level.

Key Foundations

2. Our Community's Health and Wellbeing

What we plan to do

- Create an informed and involved community by developing relevant and accessible communication channels.

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	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil.
No material risk associated with adopting the recommendation.				
Do not adopt the recommendation				
Council may not have representation on the above-mentioned committees, boards, or associations.	Possible	Moderate	Moderate	Review and present to Council at a future Council Meeting.

OFFICER'S COMMENTS

To ensure there is adequate representation by Council on the above-mentioned various committees, boards and associations following the recent Local Government Elections, it is recommended that Council appoint Councillors representatives as soon as possible.

The Councillor representatives for the below committees were discussed at a Council Workshop held on the 8 November 2022.

Council representatives for Section 24 Special Committees of Council will be sought through a separate agenda item.

OFFICER'S RECOMMENDATION

That Councillors self-nominate as representatives to the following committees, boards, and associations:

Committee/Board	Councillor Representatives
Local Government Association of Tasmanian (LGAT)	
Southern Tasmania Councils Authority (STCA)	
TasWater Owner Representative Group	
Glamorgan Spring Bay Audit Panel Committee	
Business & Employment Southeast Tasmania (BEST)	
East Coast Tourism Board	
Municipal Emergency Management Committee	
East Coast Catchment Steering Committee	

OFFICER'S RECOMMENDATION

That Council endorse Councillor representatives to the following committees, boards, and associations:

Committee/Board	Councillor Representatives
Local Government Association of Tasmanian (LGAT)	
Southern Tasmania Councils Authority (STCA)	
TasWater Owner Representative Group	
Glamorgan Spring Bay Audit Panel Committee	
Business & Employment Southeast Tasmania (BEST)	
East Coast Tourism Board	
Municipal Emergency Management Committee	
East Coast Catchment Steering Committee	

DECISION 240/22

Moved Deputy Mayor Michael Symons, seconded Cllr Neil Edwards:

That Councillors self-nominate as representatives to the following committees, boards, and associations:

Committee/Board	Councillor Representatives
Local Government Association of Tasmania (LGAT)	<ul style="list-style-type: none">Mayor Cheryl Arnol
Southern Tasmania Councils Authority (STCA)	<ul style="list-style-type: none">Mayor Cheryl ArnolDeputy Mayor Michael Symons (proxy)
TasWater Owner Representative Group	<ul style="list-style-type: none">Cllr Neil Edwards
Glamorgan Spring Bay Audit Panel Committee	<ul style="list-style-type: none">Cllr Rob ChurchillDeputy Mayor Symons
Business & Employment Southeast Tasmania (BEST)	<ul style="list-style-type: none">Mayor Cheryl ArnolDeputy Mayor Michael Symons (proxy)
East Coast Tourism Board	<ul style="list-style-type: none">Deputy Mayor Michael Symons
Municipal Emergency Management Committee	<ul style="list-style-type: none">Cllr Greg Luck
East Coast Catchment Steering Committee	<ul style="list-style-type: none">Cllr Rob ChurchillCllr Carole McQueeney (proxy)

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

DECISION 241/22

Moved Deputy Mayor Michael Symons, seconded Cllr Carole McQueeney:

That Council endorse Councillor representatives to the following committees, boards, and associations:

Committee/Board	Councillor Representatives
Local Government Association of Tasmanian (LGAT)	<ul style="list-style-type: none">Mayor Cheryl Arnol
Southern Tasmania Councils Authority (STCA)	<ul style="list-style-type: none">Mayor Cheryl ArnolDeputy Mayor Michael Symons (proxy)
TasWater Owner Representative Group	<ul style="list-style-type: none">Cllr Neil Edwards
Glamorgan Spring Bay Audit Panel Committee	<ul style="list-style-type: none">Cllr Rob ChurchillDeputy Mayor Symons
Business & Employment Southeast Tasmania (BEST)	<ul style="list-style-type: none">Mayor Cheryl ArnolDeputy Mayor Michael Symons (proxy)
East Coast Tourism Board	<ul style="list-style-type: none">Deputy Mayor Michael Symons
Municipal Emergency Management Committee	<ul style="list-style-type: none">Cllr Greg Luck
East Coast Catchment Steering Committee	<ul style="list-style-type: none">Cllr Rob ChurchillCllr Carole McQueeney (proxy)

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

8.3 Council Representation on Section 24 Special Committees of Council

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

Nil

PURPOSE

To recommend that Council nominates Council representatives on the various Section 24 Special Committees of Council to ensure adequate representation by Council.

BACKGROUND/OVERVIEW

The *Local Government Act 1993* (the Act) provides Councils with the power to establish Section 24 Special Committees of Council to assist Council to carry out its duties. Council establishes Section 24 Committees to assist with the management of facilities and to carry out other functions on behalf of the Council.

The role of the Councillor/s on a Section 24 Committee is to act on behalf of Council and in the best interests of the residents and ratepayers of Glamorgan Spring Bay. Councillors communicate between the elected members of Council and the Committee. Councillors need to be cognisant of the Local Government Act to ensure that all legislative requirements are met.

No more than two Councillors will be elected to a Section 24 Committee as Council representatives. However, any elected member may apply to be included as a Committee member in their own right, as an individual or as a representative of a group.

Local Government Elections are held every four (4) years in October, after which new Councillor representatives are elected to all committees at the first Council Meeting (or a Special Council Meeting) held after the declarations of office. However, at the end of each two (2) year period Councillor representation can be reviewed.

Below is a list of the current Section 24 Special Committees of Council along with a list of the previous Councillor representatives.

Committee	Previous Councillor Representative
Marine Infrastructure Committee	<ul style="list-style-type: none"> • Clr Grant Robinson • Clr Keith Breheny
Orford Hall Committee	<ul style="list-style-type: none"> • Deputy Mayor Jenny Woods
Buckland Hall Committee	<ul style="list-style-type: none"> • Clr Annie Browning • Clr Cheryl Arnol
Triabunna Hall Committee	<ul style="list-style-type: none"> • Clr Grant Robinson • Clr Keith Breheny
Bicheno Hall Committee	<ul style="list-style-type: none"> • Clr Michael Symons
Cranbrook Hall Committee	<ul style="list-style-type: none"> • Clr Annie Browning
Swansea Hall Committee	<ul style="list-style-type: none"> • Clr Keith Breheny
Coles Bay Hall Committee	<ul style="list-style-type: none"> • Clr Michael Symons • Clr Rob Churchill
Tasmanian Seafarers' Memorial Committee	<ul style="list-style-type: none"> • Clr Cheryl Arnol
Spring Bay Eldercare Committee	<ul style="list-style-type: none"> • Clr Keith Breheny
Youth Council	<ul style="list-style-type: none"> • Clr Cheryl Arnol • Clr Rob Churchill
Triabunna Recreation Ground Advisory Committee	<ul style="list-style-type: none"> • Deputy Mayor Jenny Woods • Clr Cheryl Arnol

STRATEGIC PLAN REFERENCE

Guiding Principles

2. Reinforce and draw on the strengths of our communities at both a local and regional level.

Key Foundations

2. Our Community's Health and Wellbeing

What we plan to do

- Create an informed and involved community by developing relevant and accessible communication channels.

STATUTORY IMPLICATIONS

- *S.24 Local Government Act 1993*
- Glamorgan Spring Bay Council – Guidelines for Section 24 Special Committees of Council

BUDGET IMPLICATIONS

No financial implications are recognised in appointing Councillor representative/s to the Section 24 Special Committees of Council.

RISK CONSIDERATION/S

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil
No material risk associated with adopting the recommendation.				
Do not adopt the recommendation	Possible	Moderate	Moderate	Review and present to Council at a future Council Meeting.
By not reviewing Council's representation on the Section 24 Special Committees of Council, Council risks the loss of effective communication between Council and the various Committees.				

OFFICER'S COMMENTS

It is recommended that Council nominates Council representatives on the various Section 24 Special Committees of Council to ensure adequate representation by Council.

The Councillor representatives for the below committees were discussed at a Council Workshop held on the 8 November 2022.

OFFICER'S RECOMMENDATION

That Councillors self-nominate as representatives for each of the following Section 24 Special Committees of Council:

Section 24 Committee	Council Representatives
Marine Infrastructure Committee	
Orford Hall Committee	
Buckland Hall Committee	
Triabunna Hall Committee	
Bicheno Hall Committee	
Cranbrook Hall Committee	
Swansea Hall Committee	
Coles Bay Hall Committee	
Tasmanian Seafarers' Memorial Committee	
Spring Bay Eldercare Committee	
Youth Council	
Triabunna Recreation Ground Advisory Committee	

OFFICER'S RECOMMENDATION

That Council endorse Councillor representatives for each of the following Section 24 Special Committees of Council:

Section 24 Committee	Council Representatives
Marine Infrastructure Committee	
Orford Hall Committee	
Buckland Hall Committee	
Triabunna Hall Committee	
Bicheno Hall Committee	
Cranbrook Hall Committee	
Swansea Hall Committee	
Coles Bay Hall Committee	
Tasmanian Seafarers' Memorial Committee	
Spring Bay Eldercare Committee	
Youth Council	
Triabunna Recreation Ground Advisory Committee	

DECISION 242/22

Moved Cllr Jenny Woods, seconded Cllr Neil Edwards:

That Councillors self-nominate as representatives for each of the following Section 24 Special Committees of Council:

Section 24 Committee	Council Representatives
Marine Infrastructure Committee	<ul style="list-style-type: none">• Cllr Jenny Woods• Cllr Neil Edwards
Orford Hall Committee	<ul style="list-style-type: none">• Cllr Carole McQueeney
Buckland Hall Committee	<ul style="list-style-type: none">• Cllr Carole McQueeney
Triabunna Hall Committee	<ul style="list-style-type: none">• Cllr Robert Young
Bicheno Hall Committee	<ul style="list-style-type: none">• Deputy Mayor Michael Symons
Cranbrook Hall Committee	<ul style="list-style-type: none">• Cllr Greg Luck
Swansea Hall Committee	<ul style="list-style-type: none">• Cllr Rob Churchill
Coles Bay Hall Committee	<ul style="list-style-type: none">• Cllr Rob Churchill
Tasmanian Seafarers' Memorial Committee	<ul style="list-style-type: none">• Cllr Neil Edwards• Cllr Carole McQueeney
Spring Bay Eldercare Committee	<ul style="list-style-type: none">• Cllr Jenny Woods
Youth Council	<i>N/A - In abeyance</i>
Triabunna Recreation Ground Advisory Committee	<ul style="list-style-type: none">• Cllr Jenny Woods• Cllr Neil Edwards

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

DECISION 243/22

Moved Cllr Jenny Woods, seconded Cllr Neil Edwards:

That Council endorse Councillor representatives for each of the following Section 24 Special Committees of Council:

Section 24 Committee	Council Representatives
Marine Infrastructure Committee	<ul style="list-style-type: none">• Cllr Jenny Woods• Cllr Neil Edwards
Orford Hall Committee	<ul style="list-style-type: none">• Cllr Carole McQueeney
Buckland Hall Committee	<ul style="list-style-type: none">• Cllr Carole McQueeney
Triabunna Hall Committee	<ul style="list-style-type: none">• Cllr Robert Young
Bicheno Hall Committee	<ul style="list-style-type: none">• Deputy Mayor Michael Symons
Cranbrook Hall Committee	<ul style="list-style-type: none">• Cllr Greg Luck
Swansea Hall Committee	<ul style="list-style-type: none">• Cllr Rob Churchill
Coles Bay Hall Committee	<ul style="list-style-type: none">• Cllr Rob Churchill
Tasmanian Seafarers' Memorial Committee	<ul style="list-style-type: none">• Cllr Neil Edwards• Cllr Carole McQueeney
Spring Bay Eldercare Committee	<ul style="list-style-type: none">• Cllr Jenny Woods
Youth Council	<i>N/A - In abeyance</i>
Triabunna Recreation Ground Advisory Committee	<ul style="list-style-type: none">• Cllr Jenny Woods• Cllr Neil Edwards

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

8.4 Statement of Expectations Issue Resolution Policy

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: General Manager (Greg Ingham)

ATTACHMENT/S

1. Statement of Expectations Issue Resolution Policy [8.4.1 - 7 pages]

PURPOSE

To recommend that Council rescind the Statement of Expectation Issue Resolution Policy as attached to this report item.

BACKGROUND/OVERVIEW

In November 2019, the Director of Local Government recommended that Glamorgan Spring Bay Council develop a Statement of Expectations. The decision to establish a committee tasked with drawing up a Statement of Expectation was made at Council's 17 December 2019 Council Meeting. Formal endorsement of this committee as a Special Committee of Council was undertaken at a Council meeting on 28 January 2020. The Committee was later disbanded at the December 2020 Ordinary Council Meeting.

Following a review of Council Policies, it has been identified that the current Statement of Expectations Issue Resolution Policy (adopted on 25 August 2020) is now due for review. However, given that the Statement of Expectation Committee has now been disbanded and that there is a Model Code of Conduct in place that deals with matters covered in the Statement of Exceptions Issue Resolution Policy, it is timely for Council to consider as to whether the policy is still required.

In recommending the rescinding of the Statement of Expectations Policy it is recognised that Glamorgan Spring Bay Council has functioned very well since the Statement of Expectations was developed. Good relationships have been built, communication has been effective and behavior respectful. Council's ongoing performance and successful completion of the Performance Improvement Direction have been recognised by the Director of Local Government and Minister of Local Government.

STRATEGIC PLAN REFERENCE

Guiding Principles

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

Key Foundations

1. Our Governance and Finance

What we plan to do

- Develop and foster a strong, supportive and respectful organisational culture.

STATUTORY IMPLICATIONS

N/A

BUDGET IMPLICATIONS

N/A

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				N/A
No material risks				
Do not adopt the recommendation	Possible	Moderate	Moderate	Review the Policy to ensure it is up-to-date and understood.
The policy will remain current and may cause confusion				

OFFICER'S COMMENTS

The Statement of Expectation Issue Resolution Policy was discussed with Councillors at a Council Workshop held on the 8 November 2022.

OFFICER'S RECOMMENDATION

That Council rescind the Statement of Expectations Policy effective 22 November 2022.

DECISION 244/22

Moved Deputy Mayor Michael Symons, seconded Cllr Carole McQueeney:

That Council rescinds the Statement of Expectations Policy effective 22 November 2022.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

8.5 Dog Management Policy Review - Working Group Establishment

Author: Director Planning & Development (Alex Woodward)

Responsible Officer: Director Planning and Development (Alex Woodward)

ATTACHMENT/S

1. Dog Management Policy [8.5.1 - 39 pages]
2. DRAFT Dog Management Policy Working Group Terms of Reference [8.5.2 - 8 pages]

PURPOSE

To commence the review of the Dog Management Policy and recommend that Council establish a working group to assist with the review.

BACKGROUND/OVERVIEW

Under the *Dog Control Act 2000*, Council is required to develop and implement a policy relating to dog management in the municipal area. Section 7 of the Act outlines the following requirements:

7. Dog management policy

- (1) A council is to develop, make and implement a policy relating to dog management in its municipal area.
- (2) A dog management policy is to include the following:
 - a. a code relating to responsible ownership of dogs;
 - b. the policy in relation to declarations made, or to be made, under Division 2 of Part 3;
 - c. a fee structure;
 - d. any other relevant matter.
- (3) A council is to –
 - a. invite public submissions relating to a proposed dog management policy or an amendment of the policy; and
 - b. consult with any appropriate body or organisation; and
 - c. consider any submissions and results of any consultation before making the policy or the amendment.
- (4) A council is to review its dog management policy at least once every 5 years.
- (5) In reviewing its dog management policy, a council is to take the actions referred to in subsection (3).

Council's current Dog Management Policy is now due for review (Attachment 1). This Policy affects a large percentage of our community and as such it is essential that the community and other stakeholders are given adequate opportunity to collaborate with Council on this body of work.

To ensure that consultation is properly facilitated, Council officers propose to establish of a Community and Stakeholder Reference Group ('Reference Group') in line with our Communication and Engagement Framework ('Framework'). Draft terms of reference for the

proposed Reference Group have been developed (Attachment 2). The purpose of the Reference Group would be to develop and oversee the proposed consultation process, advise on items for consideration and guide Officers as the review takes place.

It is proposed to invite representatives from the following bodies to nominate a representative on the TRG:

- Dogs' Home of Tasmania
- Parks and Wildlife Tasmania
- Bird Life Tasmania
- RSPCA
- Dog Walking Clubs Tasmania;
- A Council Staff Member – Director Planning and Development
- 1 Councillor
- 4 community members with an interest in the policy review to nominate to be a part of the group (ideally one each from the Orford/Triabunna, Swansea, Coles Bay and Bicheno areas).

Expressions of interest would be advertised via Council's Facebook page, website, local newsletters and any community notice boards.

STRATEGIC PLAN REFERENCE

Guiding Principles

6. Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers.

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

Key Foundations

- 2. Our Community's Health and Wellbeing
- 5. Our Environment

What we plan to do

- Create an informed and involved community by developing relevant and accessible communication channels.
- Review and update existing Council strategies and plans.
- Invest in external expertise and capacity to complement GSBC resources.

STATUTORY IMPLICATIONS

As outlined in the report, Section 7 of the *Dog Control Act 2000* outlines Council's statutory requirements in relation to the Dog Management Policy.

BUDGET IMPLICATIONS

There are no material financial implications for this report.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation The Reference Group may consider other issues and venture outside of scope.	Unlikely	Possible	Low	Ensure that the Terms of Reference are endorsed and agreed to.
Do not adopt the recommendation Council does not follow the adopted Communication and Engagement Framework and the process may result in a less than preferred policy and outcomes for Council and the community.	Possible	Moderate	Moderate	Staff would look for other opportunities to engage with the community and key stakeholders

OFFICER'S COMMENTS

Given the impact that this Policy has on members of our community it is vital that we engage and consult thoroughly with our community and key stakeholders. By establishing a Reference Group this will ensure Council follows the principles set out in our Framework and will allow thorough collaboration to occur.

At Council's Workshop on the 8th November 2022, this item was discussed, and Councillor Carole McQueeney expressed an interest in nominating for the Councillor Representative on this Reference Group.

OFFICER'S RECOMMENDATION

That Council:

1. Endorse the establishment of a Community and Stakeholder Reference Group (Reference Group) to assist Council with the review of the Dog Management Policy, to be in place until the review is complete and a reviewed dog management policy is adopted.
2. Endorse Councillor Carole McQueeney as the Councillor Representative of the Reference Group.
3. Approve the terms of reference for the Reference Group in the form of Attachment 2.
4. Authorise the General Manager to advertise for the four community representative positions on the Reference Group and appoint the successful nominees.

DECISION 245/22

Moved Deputy Mayor Michael Symons, seconded Cllr Robert Young:

That Council:

1. Endorse the establishment of a Community and Stakeholder Reference Group (Reference Group) to assist Council with the review of the Dog Management Policy, to be in place until the review is complete and a reviewed dog management policy is adopted.
2. Endorse Councillor Carole McQueeney as the Councillor Representative of the Reference Group.
3. Approve the terms of reference for the Reference Group in the form of Attachment 2.
4. Authorise the General Manager to advertise for a minimum of four community representative positions on the Reference Group and appoint the successful nominees.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

8.6 Planning Delegations

Author: Director Planning & Development (Alex Woodward)

Responsible Officer: Director Planning and Development (Alex Woodward)

ATTACHMENT/S

Nil

PURPOSE

This report is to review the current planning delegations and to provide a recommendation to Council to retain the existing delegations.

BACKGROUND/OVERVIEW

In July 2020, Council considered the workload on the then planning staff and determined that unless there were greater than 2 representations the approval/refusal could be done under delegation.

Section 57	<i>To approve an application, with or without conditions, where no more than two representations are lodged against the application</i>
Section 57	<i>Section 57 To refuse an application where the applicant will not agree to an extension of time in accordance with section 57(6) or section 57(6A)</i>

This delegation was reviewed in June 2021 and was retained with a regular report being provided to Council on approvals/refusals made under delegations where representations were received, and another review after 12 months. This report was provided to Council, however it is noted that it was not provided in a report format in regular meetings. To address this issue, it is now proposed to provide this in a bi-monthly report to Council's ordinary meetings.

Review

In considering whether a change is appropriate, it is necessary to balance the efficiency gain against the need to maintain an adequate level of public and community participation in the decision making process. It is important for Council to consider the current workload and the difference in assessment time any changes will make. This may have impacts on current resourcing and service levels to the community.

At present Council is resourced with 1 Full Time Equivalent (FTE) Senior Statutory Planner, a 0.8 FTE Planner and 1 FTE Trainee Administration Officer which is shared between sections. There is a 0.8 FTE planner vacancy which has not been filled at this time.

An analysis has been completed on the assessments that have been completed July 1, 2022 to 30 September 2022.

- 98 Development Applications received
- 85 approved during that time (some were lodged before 01/07/2022)

- 58 were discretionary under the Planning Scheme
- 3 applications were considered by Council during this time.
- The average assessment time for permitted applications was 4 days
- The average assessment time for discretionary applications was 30 days
- All assessments met the 42 day statutory timeframe.

As noted above, if the current delegation level was restricted further, this may have resulted in considerably more applications being presented to Council for consideration. The change would result in the following:

- Extended assessment time to meet the monthly Council meetings. It is estimated that the majority of discretionary applications would have required an extension of time request to the applicant.
- Officers spending an additional 4 hours (estimated) per report that is presented to Council.
- Increased average assessment time.

The proposal is to retain the delegations and to provide a bi-monthly Council report with a copy of the redacted representations where a matter has been determined under delegation. This option will provide certainty to members of the community that elected members are aware of concerns they may have on a particular DA.

By providing this report, Councillors will be regularly kept up to date with discretionary planning applications and how representations were considered.

STRATEGIC PLAN REFERENCE

Guiding Principles

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

Key Foundations

2. Our Community's Health and Wellbeing

What we plan to do

- Create an informed and involved community by developing relevant and accessible communication channels.

STATUTORY IMPLICATIONS

Section 6(3) of the *Land Use Planning and Approvals Act 1993*, provides that Council may, by resolution, delegate any of its functions or powers under LUPAA (other than the power of delegation) to a person employed by Council. Accordingly, Council has the power to delegate its powers under the *Land Use Planning and Approvals Act 1993* directly to Senior Staff.

BUDGET IMPLICATIONS

At present, there are adequate positions within the planning section to ensure that Council meets its statutory requirements under the *Land Use Planning and Approvals Act 1993*. If there is an amendment to existing delegation, this will increase the workload for the Planning section. As a result it is likely that additional resources would be required, which would come

at a cost to Council. Due to difficulties in obtaining Planning Staff, this may require assistance from a Planning Consultant.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation	Minor	Unlikely	Low	Provide an explanation of the rational and improve communications to developers.
There may be feedback from the community that the existing delegation is too broad, resulting in reduced customer expectations				
Do not adopt the recommendation	Likely	Moderate	High	Ensure that adequate resources are available to address this issue. In addition Special Council Meetings can be held for applications at risk of running over time.
Changes to the existing delegation level may result in difficulty in meeting the statutory timeframes and leaving Council to be liable for litigation.				

OFFICER'S COMMENTS

On the above assessment it is Officer's advice that the current delegation remain the same for the following reasons:

- Maintain a quality service level with reduced timeframes for applications
- Maintain the current resource levels and cost to Council and the community
- Reduces the risk of Council exceeding the statutory timeframes associated with application assessment.

It is also recommended that a regular report be provided to Councillors to ensure they are informed of discretionary applications and how representations have been considered. This report is recommended to be presented to Council on a bi-monthly basis at the ordinary Council meeting.

OFFICER'S RECOMMENDATION

That Council:

1. Approve the delegation of the following powers and functions to the General Manager.

<i>Section 57</i>	<i>To approve an application, with or without conditions, where no more than two representations are lodged against the application</i>
<i>Section 57</i>	<i>Section 57 To refuse an application where the applicant will not agree to an extension of time in accordance with section 57(6) or section 57(6A)</i>

2. Resolve that a bi-monthly report is presented to Council with a copy of the redacted representations where a matter has been determined under delegation.

Moved Clr Jenny Woods, seconded Deputy Mayor Michael Symons:

That Council:

1. Approves the delegation of the following powers and functions to the General Manager.

<i>Section 57</i>	<i>To approve an application, with or without conditions, where no more than two representations are lodged against the application</i>
<i>Section 57</i>	<i>Section 57 To refuse an application where the applicant will not agree to an extension of time in accordance with section 57(6) or section 57(6A)</i>

2. Resolves that a bi-monthly report is presented to Council with a copy of the redacted representations where a matter has been determined under delegation.

A FORESHADOWED MOTION WAS PUT:

Moved Clr Robert Young, seconded Clr Greg Luck:

That this matter be referred to a Council workshop for further consideration.

Mayor Cheryl Arnol adjourned the meeting at 3:23pm in order to obtain qualified advice and advised that the meeting would resume at 3:45pm.

Meeting reconvened at 3:45pm.

DECISION 246/22

Moved Cllr Jenny Woods, seconded Deputy Mayor Michael Symons:

That Council:

1. Approves the delegation of the following powers and functions to the General Manager.

<i>Section 57</i>	<i>To approve an application, with or without conditions, where no more than two representations are lodged against the application</i>
<i>Section 57</i>	<i>Section 57 To refuse an application where the applicant will not agree to an extension of time in accordance with section 57(6) or section 57(6A)</i>

2. Resolves that a bi-monthly report is presented to Council with a copy of the redacted representations where a matter has been determined under delegation.

THE MOTION WAS PUT AND CARRIED 6/2

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

Against: Cllr Greg Luck and Cllr Carole McQueeney

8.7 Tasmanian Planning Policies – submission to consultation period

Author: Senior Planning Consultant (Mick Purves)

Responsible Officer: Director Planning and Development (Alex Woodward)

ATTACHMENT/S

1. DRAFT - Tasmanian Planning Policies - Submission from Glamorgan Spring Bay Council [8.7.1 - 5 pages]
2. Draft- Tasmanian- Planning- Policies-for-consultation [8.7.2 - 60 pages]
3. Draft- Tasmanian Planning Policies- Supporting- Report-for-consultation [8.7.3 - 34 pages]

PURPOSE

The purpose of this report is for Council to consider a submission to the first exhibition period for the draft Tasmanian Planning Policies (Policies).

The Policies are a significant reform to the land use planning system that can have significant impacts for both the future development of the Council and the Glamorgan Spring Bay community.

A recommendation is provided for Council to consider.

BACKGROUND/OVERVIEW

Tasmania has been without a comprehensive suite of strategic documents to inform the land use planning process at the State level.

The Regional Land Use Strategies (RLUS) were established in the south, north and north-west regions as part of earlier reform programs, and provided some guidance at the regional level since their inception in 2013. State Planning Policies were intended to provide this guidance at the State level, however this intent was not achieved for a range of reasons that are discussed in the Supporting Report.

The State previously conducted consultation on the issues that the Policies would address and their structure in later 2019. The current consultation provides much of the detail around what the Policies will establish to inform assessment of future RLUS and any changes to the Tasmanian Planning Scheme.

The following structure was established as a result of that consultation is illustrated in Diagram 1. While this structure allows for implementation strategies, only one is established.

TPP Structure	Function
Title	Identifies the TPP topic.
Principles and Policy Context	<p>Outlines any overarching principles relating to the TPP topic and provides the policy context to support greater understanding of the planning and regulatory provisions that flow from the particular TPP. It also provides an overview of State endorsed policies relevant to the TPP topic.</p> <p><u>Climate Change Statement</u></p> <p>Within the 'Principles and Policy Context' section there is a subheading called 'Climate Change Statement' that identifies the likely impacts that climate change will have on the TPP topic and describes how the responses to climate change issues are addressed and integrated within the policy content of the TPP.</p>
Policy application	Sets out any application specifications for a TPP, or part of a TPP, which may include a map to spatially define an area, a locality, land with particular characteristics, or a particular type of use or development.
Objective	Expresses what the TPP is intended to achieve and is drafted as an aspirational outcome in response to a broad land use planning issue.
Strategies	<p>Specifies how the TPP is to achieve the objective.</p> <p>It is anticipated that the many of the strategies will be derived in response to the specific issues as identified in Attachment I.</p>
Implementation guidelines	Provides detailed guidance on how a TPP will be implemented through the SPPs, LPSs and RLUSs.

Diagram 1 – Structure of the Tasmanian Planning Policies

Following this process, the Policies were developed by Government and consulted on the following matters:

1.0 Settlement

- 1.1 Growth
- 1.2 Liveability
- 1.3 Social Infrastructure
- 1.4 Settlement Types
- 1.5. Housing
- 1.6 Design

2.0 Environmental Values

- 2.1 Biodiversity
- 2.2 Waterways, wetlands and Estuaries
- 2.3 Geodiversity
- 2.4 Landscape Values
- 2.5 Coasts

3.0 Environmental Hazards

- 3.1 Bushfire
- 3.2 Landslip

- 3.3 Flooding
- 3.4 Coastal Hazards
- 3.5 Contaminated Air and Land
- 4.0 Sustainable Economic Development
 - 4.1 Agriculture
 - 4.2 Extractive Industry
 - 4.3 Tourism
 - 4.4 Renewable Energy
 - 4.5 Industry
 - 4.6 Business and Commercial
 - 4.7 Innovation and Research
- 5.0 Tasmanian Planning Policy: Physical Infrastructure
 - 5.1 Provision of Services
 - 5.2 Energy Infrastructure
 - 5.3 Roads
 - 5.4 Transport Modes
 - 5.5 Ports and Strategic Transport Networks
- 6.0 Tasmanian Planning Policy: Cultural Heritage
 - 6.1 Aboriginal Cultural Heritage
 - 6.2 Non-Indigenous Cultural Heritage
- 7.0 Planning Processes
 - 7.1 Consultation
 - 7.2 Strategic Planning
 - 7.3 Regulation

The documents on exhibition include the Tasmanian Planning Policies and the Supporting Report, provided as attachments to this report.

STRATEGIC PLAN REFERENCE

The Policies have significant potential to impact Council's Strategic Plan objectives to grow a sustainable population, improve housing affordability, enhance, maintain and protect the Island's agricultural economy, diversify and support a local economy and preserve the natural environment. Strategic Plan focus areas include:

Guiding Principles

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

Key Foundations

- 1. Our Governance and Finance

What we plan to do

- Advocate and lobby effectively on behalf of the community.

STATUTORY IMPLICATIONS

Land Use Planning and Approvals Act 1993

- Part 2A - Tasmanian Planning Policies
- S.12B – Draft of the TPP's;

Section 12B of the Act provides for consultation on draft Tasmanian Planning Policies as the Minister for Planning considers appropriate.

BUDGET IMPLICATIONS

Ongoing participation on the planning reform process was addressed as part of Council's operational budget.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation			Low	N/A
Nil				
Do not adopt the recommendation	Possible	Moderate	Moderate	Make submission to current and future consultation programs
Adverse strategic impacts to future development of the Municipality				

OFFICER'S COMMENTS

Refer to the draft submission in Attachment 1.

OFFICER'S RECOMMENDATION

That Council authorise the General Manager to lodge a submission on behalf of Council to the exhibition of the Tasmanian Planning Policies in the format of Attachment 1.

DECISION 247/22

Moved Clr Jenny Woods, seconded Clr Robert Young:

That Council defers consideration of this matter until its Ordinary Council Meeting to be held on Tuesday 13 December 2022.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Greg Luck, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

8.8 Bridges Asset Management Plan

Author: Director Works & Infrastructure (Peter Porch)

Responsible Officer: Director Works and Infrastructure (Peter Porch)

ATTACHMENT/S

1. Draft Bridges AMP 2022 [8.8.1 - 50 pages]

PURPOSE

To present an asset management plan for the Bridge asset portfolio for council adoption.

BACKGROUND/OVERVIEW

The *Local Government Act 1993* requires council to prepare long-term strategic asset management plans for its municipal area. Council's asset management plans are to be reviewed at periods and within 6 months of the council election as advised to the Minister of Local Government in the November 2022 Performance Improvement Direction Report.

The initial development of the Roads asset class included the bridge assets. Council has a significant management responsibility in its bridges and there is a benefit in developing an asset plan which looks at the class as a separate group to roads to provide accessible corporate information on the financial management requirements of the assets within the group.

Bridge failure may come gradually, allowing for a reduction in the "level of service" provided by the asset. A reduced level of service for a bridge may be a load limit or a reduction from two lanes to one for example. Where the level of service can be managed access to grant funds is likely to be a matter of years.

Where bridge failure is immediate the consequences are immediate. This may be the washing away of a bridge deck in a flood. While grant funding in this instance is likely to be faster, the replacement of the structure may still take a long time.

Some bridge replacements may not attract grant funds due to the relatively small size and cost of replacement and the number of vehicles daily serviced by the bridge.

While the plan speaks for itself, it is worth noting some key aspects within this report.

- Council does not have the resources allocated within its long-term financial plan to replace bridges as they reach the end of their service life.
- Council relies on grant funding, which may or may not be accessed in a timely way, to replace its bridge assets.
- Replacement of old bridges may require much greater funds than the plan identifies due to upgrade of the guardrail and road approaches which are not considered in the asset renewal forecasts.
- Downgrading of bridges to floodways is not supported by funding programs from State and Federal Government.

Within the Federal Assistance Grants council receives a quantum annually for road and bridge expenses not specifically designated to a particular asset. The allocation is based on the length and size of the road and bridge network and this assists council with maintenance and renewal of the asset categories within the road and bridge asset classes. Other funds for the maintenance and renewal of bridges comes from general rates.

There is a separate Federal Government funded program called the Bridges Renewal Program, which provides top up funding for applications made for specific bridge replacement. This requires a significant contribution from council's funds towards the bridge replacement and applications may or may not be successful.

When a bridge falls due for renewal the demand on its level of service, particularly for long ones, has increased due to the size of heavy vehicles having increased since the original bridge was designed. Council's funding partners also consider the impacts of climate change to be having a more frequent and violent impact on bridge assets. This results in policy positions which support upgrade for greater resilience and service provision rather than downgrade.

With this background, it needs to be noted that the level of council funding for bridge renewal is tenuous and consideration needs to be given, in reviewing the long term financial plan to increasing the allocation for bridge capital renewal.

STRATEGIC PLAN REFERENCE

Guiding Principles

5. Ensure that our current expenditure and ongoing commitments fall within our means so that rates can be maintained at a manageable and affordable level.

Key Foundations

1. Our Governance and Finance
4. Infrastructure and Services

What we plan to do

- Planned asset renewal expenditure based on agreed asset management plans.
- Set realistic budgets and monitor income and expenditure closely.
- Develop plans, policies and guidelines for built assets.

STATUTORY IMPLICATIONS

Local Government Act 1993

70B. Long-term strategic asset management plans

(1) A council is to prepare a long-term strategic asset management plan for the municipal area.

(2) A long-term strategic asset management plan is to relate to all assets that are within a class of assets specified in an order under [section 70F\(3\)](#) to be major assets.

(3) A long-term strategic asset management plan is to be in respect of at least a 10 year period.

(4) A long-term strategic asset management plan for a municipal area is to –

(a) be consistent with the strategic plan for the municipal area; and

(b) refer to the long-term financial management plan for the municipal area; and

(c) contain at least the matters that are specified in an order made under [section 70F](#) as required to be included in a long-term strategic asset management plan.

BUDGET IMPLICATIONS

There are no immediate implications to the budget in adopting the Asset Management Plan for Bridges.

The information within this plan will assist to inform council's review of its long-Term financial plan and 2022-23 annual budget.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
<u>Adopt the recommendation</u>				Positive consequence – conformance with LG Act and corporate knowledge increased.
<u>Do not adopt the recommendation</u>				
Risk to corporate and community appreciation of the implications of bridge ownership and life cycle asset implications.	Possible	Moderate	Moderate	Bridge asset information to be fed back into the roads asset management plan.

OFFICER'S COMMENTS

Council develops its asset management plans in accord with professional accredited training provided by the Institute of Public Works Engineers Australasia (IPWEA). The Asset Management Plan documents are developed from a template and the graphs and values are generated through the IPWEA National Asset Management System with information provided by council's consultant partners for bridge management, AusSpan and councils finance system and reports.

The plan provides documentary evidence of council's understanding of its liabilities with respect to the bridge asset class. The renewal time frames for the bridge assets is a guide informed further with more frequent inspection as assets reach the end of their service life and begin to show evidence of failure. At this point they are managed through to replacement as funding permits.

OFFICER'S RECOMMENDATION

That council adopts the Asset Management Plan for Bridges and includes the plan's key information in the Strategic Asset Management Plan review.

DECISION 248/22

Moved Cllr Rob Churchill, seconded Deputy Mayor Michael Symons:

That council adopts the Asset Management Plan for Bridges and includes the plan's key information in the Strategic Asset Management Plan review.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

8.9 Community Small Grant Application - Bicheno Bowls Club

Author: Community & Communications Officer (Eliza Hazelwood)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Bicheno Bowls Club - Small Grant Application [8.9.1 - 3 pages]

PURPOSE

To recommend that Council approve a Community Small Grant application for \$750 for contribution towards a second hand temporary mower for the Bicheno Bowls Club (Bicheno Bowls and R.S.L. Sub-branch Inc).

BACKGROUND/OVERVIEW

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

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

The application from Bicheno Bowls Club was received on 23 October 2022. Bicheno Bowls is a community club that plays an important role in our rural area. Playing bowls or being part of the club is a nice way to meet like-minded people in our local area and take part in friendly competitions.

The current grass mower the Bowls club utilises has reached the end of its useful life and requires replacing. The Bowls club management are seeking grant funding from State Government Sport and Recreation to assist them to replace the mower. Currently the greenkeeper from St Marys is assisting to maintain the Bicheno greens.

In the interim, a temporary second hand mower has been located to assist as a short term solution costing \$1,500. The Bowls club seeks a contribution of funds from Council towards this interim solution.

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

Item	Cost
Toro Greensmaster 1000 Lawn Mower	\$750.00
Total	\$750.00

STRATEGIC PLAN REFERENCE

Guiding Principles

1. Balance economic and tourism growth whilst preserving our lifestyle, celebrating our rich history and protecting the region's unique and precious characteristics.

Key Foundations

2. Our Community's Health and Wellbeing

What we plan to do

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

STATUTORY IMPLICATIONS

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

77. Grants and benefits

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

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

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

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

BUDGET IMPLICATIONS

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 2022/23 budget. As at 11 November 2022 there is \$20,085 of the budget available to support this application.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil.
Nil				
Do not adopt the recommendation	Possible	Moderate	High	Council reviews the application and reasons for not adopting the recommendation.
Bicheno Bowls club may not find alternate funding and may have to continue with support from St Mary's greenkeeper until State funding becomes available.				

OFFICER'S COMMENTS

The Bicheno Bowls club are an incorporated association (Bicheno Bowls and R.S.L. Sub-branch Inc.) Registration Number: #01292C

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

This application satisfies the necessary criteria of the relevant policy.

OFFICER'S RECOMMENDATION

That Council approve the application for Community Small Grant funding of \$750 to the Bicheno Bowls and R.S.L. Sub-branch Inc. for purchase of a second hand grass mower.

DECISION 249/22

Moved Cllr Jenny Woods, seconded Deputy Mayor Michael Symons:

That Council approve the application for Community Small Grant funding of \$1000 to the Bicheno Bowls and R.S.L. Sub-branch Inc. for purchase of a second hand grass mower.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Cllr Rob Churchill, Cllr Neil Edwards, Cllr Greg Luck, Cllr Carole McQueeney, Cllr Jenny Woods and Cllr Robert Young

Against: Nil

Deputy Mayor Michael Symons having declared an interest in agenda item 8.10 left the meeting at 3:52 pm.

UNCONFIRMED

8.10 Community Small Grant Application - Bicheno Community Church Committee

Author: Community & Communications Officer (Eliza Hazelwood)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Small Grant Application [8.10.1 - 1 page]
2. Community Grant Intro Letter [8.10.2 - 1 page]
3. Community Grant Cover Letter [8.10.3 - 1 page]
4. Church Anniversary Expenditure Budget Framing [8.10.4 - 1 page]

PURPOSE

To recommend that Council approve a Community Small Grant application for \$793.20 to the Bicheno Community Church Committee for contribution towards display boards.

BACKGROUND/OVERVIEW

Community 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.

This application dated 17 October 2022 from Bicheno Community Church Committee, a sub-committee of the Bicheno Community Development Association, is for a contribution towards display boards to serve as a permanent exhibit at the Bicheno public church for their 140th Anniversary Celebration on 10 December 2022.

Estimated costs:

Item	Quantity	Cost
A1 poster frames – black	16 @\$24.00	\$384.00
A1 coloured cardstock – black	20 @\$4.96	\$ 99.20
Photographic reproduction	40 @ \$4.50	\$180.00
Photocopying; double-sided tape; hooks; chain; blu tack, etc.		\$100.00
Visitors book	1@ \$30.00	\$30.00
Total		\$793.20

STRATEGIC PLAN REFERENCE

Guiding Principles

1. Balance economic and tourism growth whilst preserving our lifestyle, celebrating our rich history and protecting the region's unique and precious characteristics.

Key Foundations

2. Our Community's Health and Wellbeing

What we plan to do

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

STATUTORY IMPLICATIONS

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

77. Grants and benefits

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

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

a. in-kind assistance; and

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

c. remission of rates or charges under Part 9.

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

BUDGET IMPLICATIONS

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 2022/23 budget. As at 10 November 2022 there is \$20,085 of the budget available to support this application.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation				Nil
Nil				
Do not adopt the recommendation	Possible	Moderate	Moderate	Council reviews the application and reasons for not adopting the recommendation.
The Bicheno Community Church Committee may not find alternate funding.				

OFFICER'S COMMENTS

Integrity Assessment:

The Bicheno Community Church Committee are a sub-committee of the Bicheno Community Development Association (BCDA) who is an incorporated association Registration Number: #02958C

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

This application satisfies the necessary criteria of the relevant policy.

OFFICER'S RECOMMENDATION

That Council approve the application for Community Small Grant funding of \$793.20 to the Bicheno Community Church Committee for display boards.

DECISION 250/22

Moved Clr Jenny Woods, seconded Clr Greg Luck:

That Council approve the application for Community Small Grant funding of \$793.20 to the Bicheno Community Church Committee for display boards.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 7/0

For: Mayor Cheryl Arnol, Clr Rob Churchill, Clr Neil Edwards, Clr Greg Luck, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

Deputy Mayor Michael Symons returned to the meeting at 3:54 pm.

Mayor Cheryl Arnol advised Deputy Mayor Michael Symons of the outcome of Council's decision in respect to agenda item 8.10.

8.11 Late Agenda Report - Stormwater Management Plan update

This Late Agenda Report Item is submitted in accordance with r.8(6) of the Local Government (Meeting Procedures) 2015.

ATTACHMENTS

Nil.

PURPOSE

This report provides information on the continuing development of councils Stormwater Management Plans.

BACKGROUND

The Urban Drainage Act places responsibility on council for providing adequate stormwater systems to the Urban areas of the municipality and for developing stormwater management plans.

Council adopted a stormwater management plan in January 2022 which identified a range of future works in an attached list.

Since then, council has continued to develop the catchment plans (a catchment is the land area which supplies water to a particular water course) for urban areas which provide the summary of hydrological analysis for creeks and overland flow paths and identifies shortcomings in the stormwater management systems.

In terms of determining deficiencies, there could be no better time than in the third year of a triple La Niña weather pattern however the ongoing rain also reveals the frustration within the community over the lack of stormwater service provided by many parts of existing systems in high rainfall on a dry catchment or low to moderate rain on a wet catchment.

In a dry year council would receive few if any complaints about flooding with little associated workload. The number of locations where issues are emerging has resulted in a significant workload simply in following up complaints, visiting properties and communicating with property owners. This has drawn staff away from other tasks and hampered progress in other areas of departmental responsibility.

While there are still catchments to model, this report provides information on the sum of the works already identified from the catchment plans completed to date and a range of other projects identified through the complaints of property owners and residents.

LEGISLATION

Urban Drainage Act 2013

S5. Council to provide adequate public stormwater systems

(1) A council must, in accordance with the objects of this Act, provide for such public stormwater systems as may be necessary to effectively drain the urban area of the council's municipal area.

S10. Stormwater system management plans

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

BUDGET

Council's Long-term financial plan has the following values attributed to stormwater renewal and new infrastructure:

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2031/32
New	\$200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renewal	\$80,237	\$ 81,842	\$ 83,478	\$ 85,148	\$ 86,851	\$ 88,588	\$ 90,360	\$ 92,167

Over the remaining 8 years of the plan there is a total of \$888,671 identified funding for stormwater renewal of existing and upgrade or new infrastructure to apply to the stormwater deficiencies.

The list of works identified within the stormwater management plan has been very roughly budgeted at an individual list item level for a combined total of \$4.7M.

The plan was developed before the work on identification of stormwater deficiencies was commenced and so there is little surprise that allocations for future work is insufficient to meet the identified demands.

RISK

The identified projects within the stormwater management plan list have been evaluated for risk on the following basis:

Risk Level: High = risk to life, Medium = risk of home inundation, Low = risk of property inundation

Exposure (affected property numbers): 1 = >10, 2 = 3 - 10, 3 = 1 or 2 properties affected.

Frequency of occurrence: 1 = constant risk, 2 = 1:20 year ARI impact, 3 = 1:100 ARI impact.

This allows for a filtering of projects to enable short listing of the projects which address the greatest hazard and highest impact for the money requested, for future consideration by council.

OFFICER'S COMMENTS

Catchment plans have identified a significant quantum of work across the urban stormwater catchments modelled to date.

There are 89 identified areas for works on the list to date. Some of these contain a multitude of small projects while others are single large scope projects which resolve multiple property concerns. It is proposed to workshop the list and the process with council at a future workshop.

Some of the projects will be resolved through development of land where developers will pick up and mitigate flooding in their development activity. These however, are likely to require a contribution from council to upgrade existing infrastructure to accommodate the new volumes of water generated.

The works do not include projects which clean stormwater of gross pollutants as required by water sensitive urban design (WSUD) criteria.

The reliability of the individual budgets that comprise the \$4.7M figure is low to moderate due to the amount of design required to bring the plans to a stage where reliable estimates can be developed. It is likely that some projects will cost less than budget and others more. That combined with the knowledge that there are other stormwater works also required to be implemented gives some credibility to the likely budget to be funded in the long term if council is to improve the performance of stormwater in urban catchments in the future.

Council staff are frequently asked this question by anxious homeowners: “when will the works be programmed?”

Officers have referred the residents to our risk evaluation process yet have no means for answering the question of when, given the disparity between the long-term financial plan allocations and the identified financial values needed for stormwater improvements.

A review of the long-term financial plan should consider the implications of the impact on residents and property owners associated with this information.

RECOMMENDATION

That Council considers the identified needs for stormwater system improvements in an upcoming review of the long-term financial plan, in order to provide effective stormwater drainage to urban areas.

DECISION 251/22

Moved Deputy Mayor Michael Symons, seconded Clr Robert Young:

That Council considers the identified needs for stormwater system improvements in an upcoming review of the long-term financial plan, in order to provide effective stormwater drainage to urban areas.

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil Edwards, Clr Greg Luck, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert Young

Against: Nil

9 NOTICES OF MOTION

Nil.

UNCONFIRMED

10 PETITIONS

Nil.

UNCONFIRMED

11 QUESTIONS FROM COUNCILLORS

11.1 Questions on Notice by Councillors

Nil.

11.2 Questions Without Notice by Councillors

Clr Jenny Woods

With the consent of the Chair, Clr Jenny Woods congratulated Councillors on the debate that was had in regards to all items on the Agenda today.

UNCONFIRMED

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 25 October 2022

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].

DECISION 252/22

Moved Clr Jenny Woods, seconded Clr Robert Young,

That Council moves into Closed Session at 4.04pm

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY 8/0

Mayor Cheryl Arnol, Deputy Mayor Michael Symons, Clr Rob Churchill, Clr Neil
For: Edwards, Clr Greg Luck, Clr Carole McQueeney, Clr Jenny Woods and Clr Robert
Young
Against: Nil

The Mayor confirmed that the recording had been terminated.

13 CLOSE

The Mayor declared the meeting closed at 4.06pm.

CONFIRMED as a true and correct record.

Date:

Mayor Cheryl Arnol

UNCONFIRMED