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## **ORDINARY COUNCIL MEETING AGENDA**

TUESDAY 25 NOVEMBER 2025

2:00 PM

Council Chambers, Triabunna

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## ACKNOWLEDGEMENT OF COUNTRY

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

## NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 25 November 2025, commencing at 2pm.

## QUALIFIED PERSON CERTIFICATION

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

**Dated** this Thursday 20 November 2025



Greg Tory

**CHIEF EXECUTIVE OFFICER**

*The title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant s.61 of the Local Government Act 1993 (Tas).*

### IMPORTANT INFORMATION

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

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

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## 1 OPENING OF MEETING

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

### **Mayor's Opening Statement:**

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

### **1.1 Attendance and Apologies**

*In accordance with r.41 of the Local Government (Meeting Procedures) Regulations 2025, the Chairperson hereby requests Leave of Absence for Cllr Jenny Walker for this meeting of Council, for personal reasons.*

### **RECOMMENDATION**

That Council grant Cllr Jenny Walker leave of absence for the meeting of Council held on Tuesday 25 November 2025.

### **1.2 Late Reports**

*(Motion to receive required)*

### **1.3 Declaration of an Interest in a matter of a Councillor**

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

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

## **2 CONFIRMATION OF MINUTES**

### **2.1 Ordinary Meeting of Council - Tuesday 28th October 2025**

#### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on Tuesday 28<sup>th</sup> October 2025 at 2:00pm be confirmed as a true and correct record.

## **2.2 Date and Purpose of Workshop(s) Held**

### **Tuesday 11<sup>th</sup> November 2025**

In accordance with the requirement of Regulation 10(3)(c) of the *Local Government (Meeting Procedures) Regulations 2025*, it is reported that a Council Workshop was held from 1:30pm to 4:00pm on 11<sup>th</sup> November 2025 at the Council Offices, Triabunna.

#### **Present:**

Mayor Cheryl Arnol  
Deputy Mayor Michael Symons  
Clr Rob Churchill  
Clr Carole McQueeney  
Clr Jenny Walker  
Clr Robert Young

#### **Apologies:**

Clr Neil Edwards  
Clr Kenneth Gregson

#### **In Attendance:**

Greg Tory, Chief Executive Officer  
Darren Smith, Acting Director Works and Infrastructure  
Dick Shaw, Director Planning and Development

#### **Guests**

- Grace Keath
- Alison Anderson

#### **Agenda**

- Presentation East Coast Tourism Tasmania – Positive Impact Plan
- Australia Day Awards 2025
- Cohealth Annual Report
- Draft – Wielangta Forest Trail Business Case
- Sale of 50 Beatie Avenue Bicheno
- Enterprise Bargaining Negotiations

#### **RECOMMENDATION**

That Council notes the information.

### **3 PUBLIC QUESTION TIME**

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

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

In accordance with the *Local Government (Meeting Procedures) Regulations 2025*, Questions on Notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which a member of the public would like a question answered.

#### **3.1 Questions on Notice**

Nil.

#### **3.2 Questions Without Notice**

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

## **4 PLANNING AUTHORITY SECTION**

Nil Reports.



## 5 FINANCIAL REPORTS

### 5.1 Financial Reports for October 2025

Author: Accountant (Mary Oyeyiola)

Responsible Officer: Chief Executive Officer (Greg Tory)

#### ATTACHMENT/S

1. Capital Works Projects 2025-10 [5.1.1 - 2 pages]
2. Group Financial Statements 2025-10 [5.1.2 - 3 pages]

#### BACKGROUND/OVERVIEW

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

#### STATUTORY IMPLICATIONS

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

#### BUDGET IMPLICATIONS

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

#### RISK CONSIDERATION/S

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

<b>Work Health and Safety</b>		
<b>Political and Governance</b>		
<b>Professional Indemnity</b>		
<b>Property and Infrastructure</b>		
<b>Public Liability</b>		
<b>Reputation</b>		
<b>Other</b>		

### **OFFICER'S RECOMMENDATION**

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

## **6      SECTION 24 COMMITTEES**

## **7 INFORMATION REPORTS**

### **7.1 Chief Executive Officer – Greg Tory**

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

#### **ATTACHMENTS**

Nil

#### **PURPOSE**

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

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

#### **MEETINGS / APPOINTMENTS**

- 1<sup>st</sup> October – Meeting with Clr Gregson
- 7<sup>th</sup> October – Meeting with cohealth
- 8<sup>th</sup> October – Meeting with Mayshaw
- 8<sup>th</sup> October - Meeting with Brian Mitchell
- 9<sup>th</sup> October – SERDA General Meeting
- 9<sup>th</sup> October – Introductory meeting with cohealth
- 10<sup>th</sup> October – Meeting with TasNetworks
- 13<sup>th</sup> October – Meeting with a representative from Swansea Court House.
- 13<sup>th</sup> October - Introductory meeting with LRF representatives and Council Officers.
- 14<sup>th</sup> October – Meeting with Tempus Village Management proponents.
- 14<sup>th</sup> October – Meeting with Australian Services Union organiser.
- 14<sup>th</sup> October – Triabunna Senior Citizens luncheon
- 15<sup>th</sup> October – Meeting with CEO of Regional Development Australia
- 15<sup>th</sup> October – Meeting with CEO of East Coast Tourism Tasmania
- 16<sup>th</sup> October – Meeting with ECTT Project Facilitator for the TTMIPI
- 17<sup>th</sup> October – Meeting with Acting Secretary - Office of Local Government
- 18<sup>th</sup> October - Spring Bay Combined Probus Club 40th Anniversary
- 19<sup>th</sup> October – Seafarers Memorial Ceremony
- 22<sup>nd</sup> October – Regional Priorities Update Dinner
- 22<sup>nd</sup> October – Meeting with Clr McQueeney and Clr Churchill
- 24<sup>th</sup> October – Meeting with representatives from Page Seager
- 27<sup>th</sup> October – Meeting with ECTT Project Facilitator for the TTMIPI
- 29<sup>th</sup> October – TasWater General Meeting & Annual Report
- 30<sup>th</sup> October – Meeting with representative from the Swanwick Community Association

## COMMUNITY DEVELOPMENT REPORT – OCTOBER 2025

- **Overview**

Throughout October, the Community Development Team undertook a wide range of activities across the municipality. The Community Development Coordinator maintained a full schedule of appointments in Bicheno, Swansea, Triabunna, Orford, and Coles Bay, including pop-ups, attendance at Section 24 Committee meetings and various community group meetings. Demand for engagement continues to grow, with both individuals and community groups increasingly requesting meetings and support. This trend aligns with Council's long-term sustainability goals.

- A significant focus during the month was emergency preparedness, with planning underway for workshops in partnership with the Tasmania Fire Service (TFS) and the Red Cross to be delivered in November. Additionally, Bendigo Bank has expressed interest in collaborating with Council on future community events.

### Key Activities and Highlights – October 2025

- **Meet and Greet the CEO – Greg Tory (Bicheno)**  
Facilitated a successful "Meet and Greet" session at Bicheno (as per community request).
- **Meeting with Tasmania Fire Service (TFS)**  
Held discussions regarding the launch of the Bushfire Ready Program, with particular emphasis on the Bicheno community.
- **Seniors Week Luncheon – Triabunna**  
Coordinated and delivered a Council initiative recognising and supporting senior residents.
- **Seniors Week Luncheon – Swansea**  
Provided organisational support leading up to the event and assisted with operations on the day.
- **Seafarers Memorial**  
Provided organisational support leading up to the event, attended the annual event and provided on-the-ground support.
- **Emergency Preparedness Resources**  
Finalised the purchase of grant-funded materials for inclusion in community emergency boxes and the emergency response trailer.
- **Southern Regional Social Recovery Committee**  
Attended the scheduled meeting, strengthened regional networks, and coordinated SES-led training opportunities.
- **Mental Health Week**  
Attended multiple community events throughout the week and offered in-kind support for promotion and onsite support.

The activities undertaken during October continued to strengthen community connections, build resilience, and support collaborative partnerships across the municipality.

## **Communications and Promotion**

Council's Facebook page remains the most effective channel for community communication and the noticeboards are updated frequently throughout the municipality. Topics featured throughout October included:

- Garage Sale Trail
- Mental Health Week
- Seniors Week
- Promoted various Health provider workshops and resources (including Asthma, Autism and Legionnaires disease)
- Pop Up Book Stall Event
- Council Positions Vacant
- Meet and Greet – CEO event

## **Publications**

The Summer edition of SeaSpeak is currently in draft form and is expected to be released in early December 2025.

## **CORRESPONDENCE FOR NOTING**

- Letter to Eric Abetz accepting meeting invitation.
- Review of the Discussion Paper for Reforms to Councillor Numbers and Allowances.

## **GENERAL**

Throughout October, participation continued in a range of strategic meetings and discussions with internal teams and external stakeholders. Engagements centred on progressing key initiatives, reviewing operational performance, and shaping future planning.

## **STRATEGIC PLANNING**

Currently awaiting final sign-off from the Tasmanian Audit Office for the 2024/25 Annual Report, which will be presented at the Annual General Meeting in December. A draft of the 2024/25 Annual Report is expected to be advertised and made available for public viewing at the end of November.

## **HUMAN RESOURCES**

### **Recruitment update:**

#### **Works Officer – Triabunna (2 positions)**

Three interviews are currently underway for the two vacant roles.

#### **Works Officer – Swansea**

Two interviews are scheduled.

#### **Technical Coordinator – Works & Infrastructure**

Interviews complete with a preferred candidate identified.

#### **Director Works and Infrastructure**

Applications are now closed, with a number of high-calibre applications received. Six candidates have been shortlisted, with interviews scheduled for 3 December.

#### **Planner**

Three interviews are scheduled for Friday, 21 November.

#### **Senior Planner**

One application was received to date. Advertising is ongoing. Given ongoing sector-wide shortages, consideration is being given to the option of appointing two Planners and utilising consultant support for complex and high-level matters.

The current Senior Planner has offered to delay their retirement and provide planning support until a Senior Planner appointment has been made.

#### **Compliance Officer**

Interviews are currently underway.

#### **Director Corporate and Financial Services**

Employment offers were made to the 2 identified suitable applicants; however, they both declined the offers.

The contracted consultant recruitment agency was re-engaged to continue the recruitment activity. A new candidate has been identified with an in-person interview held on Monday, 17 November. A Workplace Health Assessment and referee checks are being obtained before a final decision on the applicants suitability for the position will be made.

### **WORK HEALTH AND SAFETY**

#### **Workers Compensation:**

Council currently has two active Workers Compensation claims:

1. Claim 1: An offer has been made to finalise the matter with a response from the employee's legal representative expected soon.
2. Claim 2: This claim relates to medical expenses only and is expected to close in early 2026.

#### **Drug & Alcohol Testing**

Random Drug and Alcohol Testing was conducted at the Swansea Depot on 6 November, and the Swansea Waste Transfer Station and Coles Bay Waste Transfer Station on 12 November 2025.

A total of 11 staff were tested, with all results returning negative.

### **Drug & Alcohol Testing – Tender Process**

A review of the current drug and alcohol testing frequency and service provider is being undertaken as the current arrangements have been in place since 2016.

### **Incidents**

- 0 incidents for November.
- Year-to-date trends show recurring issues in:
  - Motor vehicle accidents
  - Manual handling risks
  - Near-misses linked to situational awareness
- Immediate corrective actions implemented with ongoing monitoring.

### **Workplace Inspections**

- 6 inspections completed
  - Triabunna, Swansea and Bicheno depots
  - Weilangta Road Bridge (Contractor work)
  - Weilangta Road Grading work
- Hazards were low-risk and promptly managed.
- Improvements noted in PPE compliance and fewer blocked accessways.

### **Safety Training**

- Two staff completed refresher training (emergency response, chainsaw operation).
- Upcoming:
  - Annual fire evacuation drill
  - Diesel spill response exercise with Bennett's Petroleum (Triabunna Marina)
  - Manual Handling training, ongoing (induction and Toolbox meetings)

Safety performance remains strong, with low incident rates and proactive engagement supporting ongoing improvement.

### **RISK CONSIDERATION/S**

No new risks identified.

<b>Risk rating colour code:</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Extreme</b>
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		
Other		

### **RECOMMENDATION**

That the Chief Executive Officers update be noted.

## **Acting Director Works and Infrastructure - Darren Smith**

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

### **ATTACHMENTS**

Nil

### **PURPOSE**

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

### **OFFICER'S COMMENTS**

#### **ASSET MANAGEMENT**

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

Asset management is a systematic process to guide the planning, acquisition, operation and maintenance, renewal, and disposal of assets. Its objective is to maximise asset service delivery potential and manage related risks and costs over their entire lives.

Infrastructure assets are fundamental to overall council service delivery and planning. Taking effective responsibility for asset planning requires a strong and informed council, management team, and an engaged community. The long-lived nature of many assets and the need for their ongoing renewal means that planning must be based on an understanding of the full costs throughout each asset's lifecycle, and address both short and long-term planning needs. Key to effective asset management is the preparation of a high-quality asset management policy and strategy, supported by Asset Management Plans that focus on value for money and support councils in engaging with communities to find a balance between service levels, risk and cost.

#### **CONSULTANT SERVICES**

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

- Hydraulic engineering reports
- Civil Engineering contract management
- Civil works and bridge design
- Building Design

## **OPERATIONAL WORKS**

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

- Unsealed road inspections for October:
- Maintenance grade of Sand River Rd, Buckland- completed.
- Maintenance grade of Cutting Grass Rd, Buckland- completed
- Maintenance grade of Levendale Back Rd, Buckland- completed
- Maintenance grade of Nugent Rd, Buckland- underway
- Maintenance grading of Wielangta Rd, Rheban Rd, and Earlham Rd- underway.
- Potholing of Woodsden Rd, Buckland- completed but will require resheeting in the new year
- Cold mixing of potholes across the municipality - Ongoing across municipality approx. 6 ton of cold mix placed for October.
- Roadside weed spraying of sealed and unsealed roads – ongoing.
- Replace 6 driveway cross overs in Roberts St/Inkerman St, Triabunna before re-sealing- completed
- Hot mixing of patches at Wellington St, Swansea and Esplanade, Coles Bay- completed.
- Repair foreshore access track off Swanwick Drive, Swanwick- completed
- Complete redecking of Griffith Rivulet Bridge, Wielangta Rd, Rheban- starting on 11<sup>th</sup> November for 3 days
- Partial redecking of Kit Owen Creek, McNeil's Rd, Swansea- planned for approx. 14<sup>th</sup> November
- Roadside slashing across the municipality- this is planned to start mid to late November 2025

### **STORMWATER, DRAINAGE**

- Open drain and culvert/cross over maintenance - ongoing across municipality.
- Installation of stormwater pipe to 11 Charles St, Triabunna - completed
- Rock-lined open drain along new concrete road section at Fisheries- completed
- Construct new small retaining wall on new footpath at Swanwick Rd- completed
- Swanston Rd Little Swanport open draining cleaning- underway
- Stormwater inspection checklist completed before significant rain events by 4

### **WASTE MANAGEMENT**

- Bulk scrap metal collection from all four WTS's - completed
- Tyre recycling for all WTS's - Tyrecycle booked for more loads in October- completed
- All WTS's to return to summer operating hours from Monday 17th November

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

- Contract arborist- 1 day completed in October around Orford/Triabunna
- Contract arborist- booked for 3 days in November. 1 day Orford/Triabunna, 1 day Bicheno and 1-day Coles Bay.

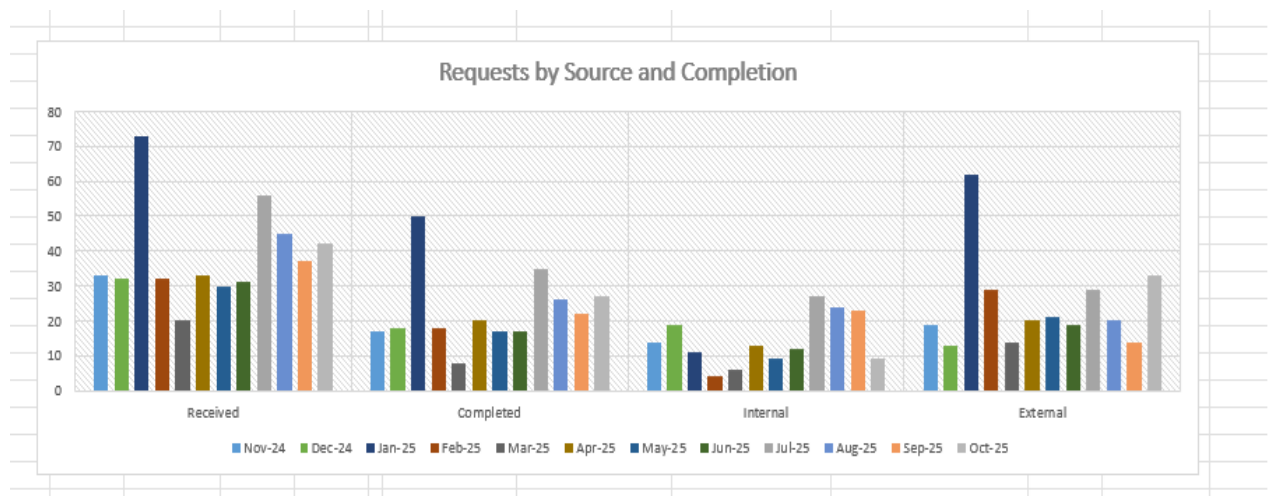
- Bicheno Triangle- Install posts and chain to keep vehicles off grass- completed. Pour new concrete slab and install new seat- completed. Topsoil and lay 160m2 of turf- planned for 12<sup>th</sup> Nov.
- New pitch cover for Triabunna cricket pitch- planned for week of 11<sup>th</sup> Nov subject to weather.

## EMERGENCY MANAGEMENT

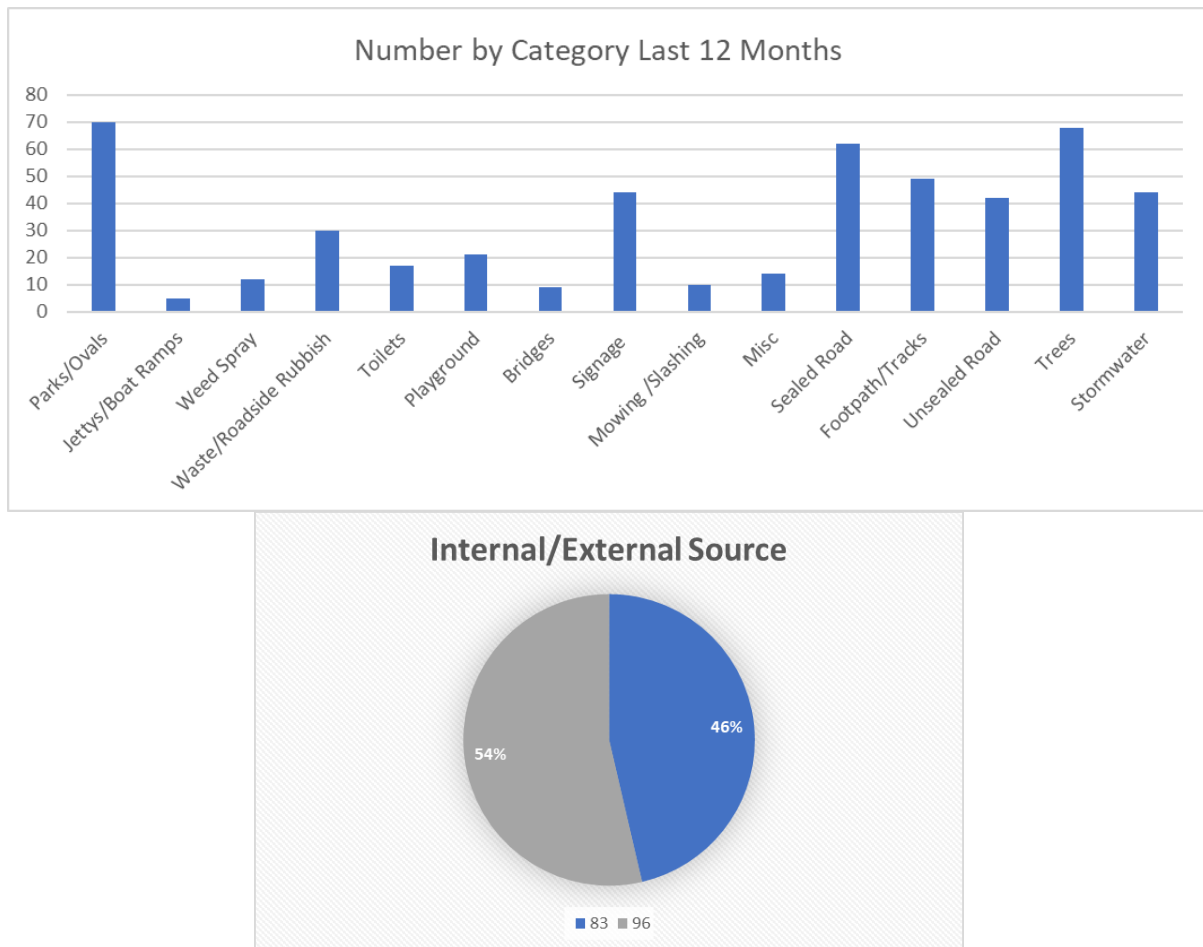
- After hours rostering carried out as scheduled.
- Acting Director of Works and Infrastructure attended East Coast/Midlands Fire Management Area Committees meeting on 3 Nov in Sorell.
- New GSBC emergency evacuation trailer 85% completed.
- Install half kilometre markings along Dolphin Sands Rd - contractor engaged to complete.

## 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

- Buckland Blackwater Upgrade – prices are in and works are being scheduled. The costs for this project are well under the budget. In the meantime, critical capital works on the Garnet Avenue toilets in Coles Bay have been identified. Existing above ground effluent tanks are at risk of failure. Prices are being obtained to replace these tanks as a matter of urgency, and it is proposed to carry out these works from the budget for Buckland Blackwater Upgrade during October. Garnet Avenue toilets, the concrete tanks were replaced, and new wiring and fuses were installed including failsafe alarms now visible on the power board from the road- Garnet Ave upgrade completed
- Loo with a View, Swansea replace decking- completed.
- Lions Park Playground, Bicheno – requests for quotations were called with prices for the works far exceeding expectations. The budget is significantly short and will require additional funds from Council. As there is no additional budget allocation Council should consider sale of land in Bicheno to support the open space expenditure. A separate report will be provided in due course for council consideration- this has now been approved to proceed. The designer that completed the concept designs has now been engaged to produce IFC drawings and tender documents for GSBC. A meeting with the designer was held onsite on 13 November.
- Contract for Pavement Rehabilitation and Bitumen Reseal- underway
- Wielangta Rd Bridge #53 upgrade - completed.
- Wielangta Rd Bridge #55 upgrade - currently sourcing material quotes.

- Duck Park, Swansea exercise equipment - new exercise equipment ordered, 22-week lead time for delivery.
- 25/26 FY footpath replacement plan:  
Garnett Ave, Coles Bay - install new footpath from public toilet to boat ramp area – footpath completed, awaiting materials for handrail.
- 25/26 FY KC replacement plan:  
Roberts St, Triabunna- replace 3 crossovers and 3 sections of kerb before resealing – completed
- Morrison St, Bicheno. Kerb install at cul-de-sac (cemetery) and asphaltting – Quotes received.
- First stage of Nailer Ave, Bicheno works – Quotes received, design changes needed to align with budget.
- Asphalt footpath to Bark Mill, Swansea - permit now approved by State Growth, boxing/edge materials ordered.
- Bicheno Skatepark toilet is at floor level, Slab has been ground, and sealed, concrete block walls are standing and core filled, the steel fabricators have been to measure up so works are progressing.
- 25/26 bridge redecking- requested quote to replace decking on Griffith Rivulet bridge (Wielangta Rd) and Kit Owen Creek bridge (McNeil's Rd, Swansea)- starting 11 November.
- Duck Park, Swansea replacement of pedestrian bridge - GSBC development engineer in discussions with designers. The budget allocated for replacement will be well underfunded and will require further capital budget allocation.

#### **Grant funded**

- Construction of the Amphitheatre and Amenities will be completed by the end of this month as planned by the Contractor, East Coast Constructions. Construction work to be completed includes installation of plumbing fixtures and fittings to the amenities and electrical only.  
The perimeter security fence will be removed in early December, and the site will be reinstated and open to the public by mid-December.  
The amenities comprise three unisex toilets, one accessible and two ambulant.  
The amphitheater has a seating capacity of around 60 and includes accessible spaces for wheelchair attendees.  
The building is a steel frame structure with Hydrowood Celery Top Pine batten cladding. The Hydrowood Celery Top Pine has been salvaged from Tasmanian dams.  
This project was promoted by the Bicheno community through the BCDA and delivered through a Commonwealth Government Community Development Grant.



## PLANT AND VEHICLES

- W&I Dept plan to purchase Barrow Lights for traffic control on work sites - completed
- Tender for new water cart/truck for grader crew - PO issued to successful supplier.
- Replacement of one outdoor team utility - PO issued to successful respondent.



## **GENERAL**

- Line marking
  1. Disability parking bay completed at Harold St Hall, Coles Bay.
  2. Muirs Beach, Coles Bay, parking bays renewed including disability parking bay
  3. Garnet Ave, Coles Bay disability parking bay - planned for November.
  4. Swansea main street renewal of parking bays and hold lines - planned for November.
  5. Bicheno - Jetty Rd parking bays, path outside sea life centre and speed hump in Gordon St, planned for November.

## **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:

- Remembrance Day, Triabunna- 11<sup>th</sup> November
- Bicheno Food and Wine Festival, Lion Park- 15<sup>th</sup> November

## **RECOMMENDATION**

That the Acting Director Works and Infrastructure's report be received and noted.



### **7.3 Director Planning and Development - Dick Shaw**

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

#### **ATTACHMENT/S**

Nil

#### **PURPOSE**

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

#### **BACKGROUND/OVERVIEW**

##### **Animal Control and Compliance:**

Council is presently undertaking recruitment to fill the vacant position of Compliance Officer, with the Compliance Coordinator assuming all associated responsibilities.

Draft Dog Management Policy 2024-2029 - Council has received feedback from the Parks and Wildlife Service – this feedback is under review. Once amendments have been made, the revised document will go back to PWS for approval for the draft document to go to public consultation. PWS gave high praise for the methodology and the process used to draft the policy and declared areas.

##### **Building and Plumbing:**

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

Council's Plumbing Surveyor has successfully obtained a Permit Authority Licence.

Council now has three Permit Authorities licenced by the Justice Department.

For the reporting period: 9 Building Permits, 16 Approvals for Notifiable Building Works, 1 Certificate of Substantial Compliance, 1 Temporary Occupancy Permit and 1 Building Order were issued.

For the period: 11 Plumbing Permits, 10 Approvals for Notifiable Plumbing Works, 5 Low Risk Plumbing approvals and 1 Plumbing Order were issued.

##### **Plumbing:**

- 45 - Inspections completed
- 18 - Applications assessed

- 5 - Applications On-Hold, awaiting further information (RFI's sent)
- 12 - Form 21 (Certificate of Completion – Plumbing Work) issued

#### Environmental Health:

Registration renewal processes for food business have been completed for the 2025-2026 period, in accordance with the *Food Act 2003*, and cooling towers and water carriers in accordance with the *Public Health Act 1997*.

Routine inspections of food premises continue in line with the inspection frequency set by the statewide Food Business Risk Classification System, with advice and instruction provided to ensure compliance with the *Food Act*.

Publicly accessible pools and spas continue to be monitored on a monthly basis by owners/operators. In turn, Council provides oversight of water quality, including instructions to take corrective actions and resample on return of non-complaint results.

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

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

#### Natural Resource Management:

No report for November 2025.

#### Planning:

Recruitment for the positions of Senior Planner and Planner are currently underway.

Council's Planning department is continuing to work with a steady number of applications, with 208 having been received for the year so far.

Council has provided a delegation to the Chief Executive Officer to approve an application where no more than two representations are lodged against the application. A report on these approvals is provided in the attachments.

There are no outstanding planning appeals.

DA2025/035 - Strata proposal for existing lot - 25 Hazards View Drive, Coles Bay, this appeal was withdrawn by the applicant and Council notified by TASCAT on 16/11/2025.

DA2025/101 - Change of use to cafe & bar & change of use to visitor accommodation - 68 Burgess Street, Bicheno, this matter has been resolved and the planning permit issued in accordance with the TASCAT decision dated 30/10/2025.

#### Property:

The property Officer is currently undertaking a review of the leases and licences which are in place for properties which Council owns, occupies or has management responsibilities for. The purpose of the review is to ensure that a comprehensive register of property under lease or licence is established and maintained, and that areas for improvement are identified and addressed. During the process, a valuable network of stakeholder contacts is being established. This project is expected to continue for several months.

#### **STATUTORY IMPLICATIONS**

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

#### **BUDGET IMPLICATIONS**

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

#### **RISK CONSIDERATION/S**

No risk associated with receiving an information report

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

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

## **7.4 Action Register**

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

### **ATTACHMENTS**

1. Ordinary Council Meeting 25 G3yK0fcuqEiBSL9IYmyzNA v4 1 [7.4.1 - 43 pages]

### **PURPOSE**

To provide Council with an update on current and outstanding Active Resolutions at October 2025.

### **OFFICER'S COMMENTS**

The Active Resolution register is provided to inform Councillors of progress toward the implementation and completion of Council resolutions.

The introduction of this regular report will help to ensure transparency, support effective governance, and maintain clear oversight of Council's decision-making processes.

### **RECOMMENDATION**

That Council receives and notes the Active Resolution report.

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

### **8.1 Glamorgan Spring Bay Audit Panel - Annual Report 2024**

Author: Acting Corporate Services Officer (Danielle Tuck)

Responsible Officer: Chief Executive Officer (Greg Tory)

#### **ATTACHMENT/S**

1. DRAFT Audit Panel Annual Report 2025 [8.1.1 - 5 pages]

#### **PURPOSE**

To recommend that Council receives and notes the attached Glamorgan Spring Bay Council Audit Panel Annual Report for 2024-2025.

#### **BACKGROUND/OVERVIEW**

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

The Glamorgan Spring Bay Council Audit Panel Annual Report 2024-2025 is attached for Council's information. This report summarises the activities of the Audit Panel throughout the calendar year.

The 2024-25 financial statements were submitted by Council to the Tasmanian Audit Office (TAO) on the due date of 14 August 2025, as required by the Audit Act 2008 s17(1). Following the audit completion, TAO representatives are invited to attend the next Audit Panel meeting to discuss the audit. This is scheduled for December 2025.

The audit reports that were scheduled for completion by TAO on 25 September 2025 were received by Council on 14 November 2025. These are included in Councils' Annual Report 2024-25.

#### **STRATEGIC PLAN REFERENCE**

##### **Key Foundations**

- 1. Our Governance and Finance

##### **This means**

- Best practice governance, risk, and financial management.

#### **STATUTORY IMPLICATIONS**

- Local Government Act 1993
- Audit Act 2008
- Glamorgan Spring Bay Audit Charter

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

### **BUDGET IMPLICATIONS**

Nil.

### **RISK CONSIDERATION/S**

Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		
Other		There is no material risk associated with adopting the recommendation.

### **OFFICER'S COMMENTS**

The Audit Panel provides valued discussion and guidance regarding governance of financial controls and risks. The Audit Panel has noted the substantial and ongoing improvement in Councils' organisational financial governance and controls significantly assisting towards the resulting positive financial performance and audit results.

### **OFFICER'S RECOMMENDATION**

That Council receives and notes the Glamorgan Spring Bay Council Audit Panel Annual Report for 2024-2025.

## **8.2 Spring Bay Arts Group Inc Event Support Grant Application**

Author: Community Development Coordinator (Bernadette Pogorzelski)

Responsible Officer: Community Development Coordinator (Bernadette Pogorzelski)

### **ATTACHMENT/S**

1. Spring Bay Arts Event Support Application [8.2.1 - 8 pages]

### **PURPOSE**

To request Council to provide Event Funding of \$1,260.00 to Spring Bay Arts Group Inc for promotional and catering expenses for their Annual Art Exhibition.

### **BACKGROUND/OVERVIEW**

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

**Spring Bay Arts Group Inc – Incorporated Number IA14417  
ABN 88 468 852 963**

#### **About the event and organiser:**

Spring Bay Arts Group Inc will be holding a month-long exhibition of themed artworks created by local artists within the community.

The exhibition is an annual event that displays the artworks created by Spring Bay Arts Group members throughout 2025.

The event allows members to showcase and sell their artworks whilst gaining skills in exhibition curation and running an event.

Previous exhibitions have attracted over 1000 state/interstate and international visitors. The exhibition is a cultural, free addition to summer holiday season activities available to the local community and visitors.

The exhibition showcases the talent and work of local creative residents and offers interested residents the opportunity to join Spring Bay Arts Group.

#### **Request for support from Council:**

Spring Bay Arts Group Inc. has applied to Council for \$1,260.00 financial support for the Annual Exhibition of Artworks which is scheduled to run from 2-31 January 2026.

The funds will be used for promotional materials and catering for the exhibition Opening Event.

In-kind support of wheelie bin hire for the month of January is requested.

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

Item	Cost
Large Logo transfer for front window of building	\$80
External Corflute signage x 6	\$400
Promotional Materials (postcards x 500/A2/A3/A4 flyers)	\$400
Orford PO Box promo items drop	\$30
Social media (Facebook/Instagram) boosted posts	\$200
Additional Catering for exhibition Opening event	\$150
<b>TOTAL</b>	<b>\$1,260</b>

## **STRATEGIC PLAN REFERENCE**

### **Key Foundations**

#### **2. Our Community**

#### **This means**

Support and facilitation of social activities that promote community wellbeing. Support for the arts, cultural activities, programs, and events.

## **STATUTORY IMPLICATIONS**

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

#### *77. Grants and benefits*

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

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

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

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

## **BUDGET IMPLICATIONS**

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

To date \$11,695 has been distributed to external events and consequently there is \$33,305 remaining for this event application.



To date these are the events that Council has funded:

Freycinet Winter Challenge 2025 (SES Water and Road Safety)	\$2,000
Swansea Chamber of Commerce – Local Events Committee (Mental Health Roadshow)	\$1,100
Bicheno Festivals Committee Inc – Bicheno Food and Wine Festival	\$2,000
Swansea Community Christmas	\$2,000
Pop Up Books Stall (PUBS) Inc.	\$1,745
Friends of Buckland Church Inc	\$1,000
Spring Bay Rotary	\$1850
YTD Total	\$11,695

\* And any potential shortfall

### **RISK CONSIDERATION/S**

Risk rating colour code:		Low	Medium	High	Extreme
Area of Risk	Rating	Officer Comments			
Contractual and Legal					
Environmental and Public Health					
Financial					
Industrial Relations					
Information Technology					
Natural Hazards					
Work Health and Safety					
Political and Governance					
Professional Indemnity					
Property and Infrastructure					
Public Liability					
Reputation		Risk to event viability and alternate funding may not be available. Risk of damage to council reputation for not supporting free community event			
Other		Risk to missed opportunity for Community Development			

**OFFICER'S COMMENTS**

This application satisfies the necessary criteria of the relevant policy.

**Integrity Assessment:**

**Spring Bay Arts Group Inc – Incorporated Number IA14417**

**ABN 88 468 852 963**

**OFFICER'S RECOMMENDATION**

That Council approve the application for event support from Spring Bay Arts Group Inc for \$1,260 and in-kind support towards the Exhibition Opening Night and month-long exhibition of artworks.

### **8.3 Request for Event Support - Triabunna Christmas Crew**

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Community Development Coordinator (Bernadette Pogorzelski)

#### **ATTACHMENT/S**

1. 2025 Triabunna Christmas Crew Inc. Grant and Event Application [8.3.1 - 15 pages]
2. 27102025 Invoice Tea Cup Ride [8.3.2 - 1 page]

#### **PURPOSE**

To request Council to provide Event Funding of \$2,500 to Triabunna Christmas Crew for the Triabunna Christmas Parade and festivities on Friday 12 December 2025.

#### **BACKGROUND/OVERVIEW**

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

This application from Triabunna Christmas Crew, is for a contribution towards the Triabunna Annual Christmas Parade. This group 'Triabunna Christmas Crew' is a registered incorporated association. The Triabunna Christmas Parade and Festivities was reintroduced again in 2023 with great support from the community with over 250 people in attendance. The Triabunna Christmas Crew is proud to continue its work following the success of the past Christmas celebrations. After the disruption caused by the COVID-19 pandemic, a new group of dedicated volunteers came together to reinstate the long-standing tradition of the Christmas Parade and community festivities. The event in 2023 and 2024 was met with great enthusiasm and was well received by the community, marking a joyful return to this cherished holiday tradition.

The Christmas Parade, followed by a range of family-friendly activities, provides a much-needed opportunity for locals to come together, connect, and celebrate the holiday season. It is a reminder of the resilience of the Triabunna community and the importance of shared traditions.

This year, as in the past, the Triabunna and Orford townships will be beautifully decorated, with many of the handcrafted decorations created by local community groups, including the Triabunna Men's Shed.

The highlight of the celebrations will be the Christmas Parade, followed by an afternoon of fun and engaging activities at the Triabunna Recreational Ground. These include Christmas carols by Maria Voices, a Buckland Boot Scooter demonstration, a Teacup Ride, face painting, balloon artistry, a visit from Santa Claus, and many more activities.

The Triabunna Christmas Crew has been actively seeking support throughout the year from local businesses, community members, recycling collections and from raffles, as well as applying for funding via the Council's grant program. This funding helps cover essential costs related to the event, including insurance, incorporation fees, and other necessary expenses.

The Triabunna Christmas Crew is seeking funding to support key attractions for this year's event, including the Teacup Ride, face painting, balloon artistry, and treats for the children. In addition, the Triabunna Christmas Crew requests in-kind assistance from the Council to facilitate a temporary road closure on Friday, 12 December 2025, from 4:45 p.m. to 5:45 p.m. The proposed closure will affect Victoria Street, Melbourne Street, Vicary Street, and Charles Street, ensuring the safe and efficient operation of the Christmas Parade. The Triabunna Christmas Crew also requests the provision of additional waste bins to support event waste management.

## **STRATEGIC PLAN REFERENCE**

### **Key Foundations**

#### **2. Our Community**

### **This means**

Support for the arts, cultural activities, programs, and events.

## **STATUTORY IMPLICATIONS**

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

### *77. Grants and benefits*

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

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

*a. in-kind assistance; and*

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

*c. remission of rates or charges under Part 9.*

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

## **BUDGET IMPLICATIONS**

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

To date \$10,863.50 has been distributed to external events and consequently there is \$33,305 remaining for this event application.

To date these are the events that Council has funded:

Freycinet Winter Challenge 2025 (SES Water and Road Safety)	\$2,000
Swansea Chamber of Commerce – Local Events Committee (Mental Health Roadshow)	\$1,100
Bicheno Festivals Committee Inc – Bicheno Food and Wine Festival	\$2,000
Swansea Community Christmas	\$2,000
Pop Up Books Stall (PUBS) Inc.	\$1745
Friends of Buckland Church Inc	\$1,000
Spring Bay Rotary	\$1850

\* And any potential shortfall

### **RISK CONSIDERATION/S**

<b>Risk rating colour code:</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Extreme</b>
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Damage to Council reputation for not supporting Community Event particularly when this organisation has donated large amounts to community organisations
Other		Not approving the recommended grant may result in missed opportunities for community development

### **OFFICER'S COMMENTS**

This event is a great initiative that brings the community together while supporting local businesses and activities.

#### **Integrity Assessment:**

Triabunna Christmas Crew are an incorporated body. Incorporated Registration number # IA13121

**OFFICER'S RECOMMENDATION**

That Council approve the application of \$2500 for event support to the Triabunna Christmas Crew Inc for the Triabunna Christmas Parade and Festivities on Friday 12 December 2025.

## **9 COUNCILLOR MOTIONS WITH NOTICE**

Nil.

## **10     PETITIONS**

Nil.



## **11 COUNCILLORS**

### **11.1 Councillor question time**

### **11.2 Comments/statements**

## 12 CONFIDENTIAL ITEMS (CLOSED SESSION)

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

**Item 1.1 Requests for Leave of Absence**

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

**Item 1.2 Notification of Leave of Absence for parental leave**

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

**Item 2.1: Minutes of Closed Session – Ordinary Council Meeting held on 28 October 2025**

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

**Item 3.1: Australia Day Awards 2025**

As per the provisions of Regulation 17 (2) (h) information that is –(i) of a personal and confidential nature; or(ii) provided to the council on the condition that it be kept confidential.

**Item 3.2: cohealth Annual Budget Report**

As per the provisions of Regulation 17 (2) (d) commercial information of a confidential nature that, if disclosed, is likely to –(i) prejudice the commercial position of the person who supplied it; or(ii) confer a commercial advantage on a competitor of the council; or(iii) reveal a trade secret.

### **RECOMMENDATION**

That Council moves into Closed Session *at [time]*.

***The Mayor to confirm that the recording has been terminated.***

## 13 CLOSE

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

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

**Date:** **Mayor Cheryl Arnol**