



ORDINARY COUNCIL MEETING AGENDA

TUESDAY 9 DECEMBER 2025

3:30 PM

Council Chambers, Triabunna

ACKNOWLEDGEMENT OF COUNTRY

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

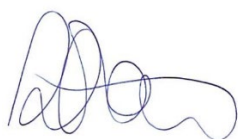
NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 9 December 2025, commencing at 3:30 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 4 December 2025



Dick Shaw

ACTING 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

1.2 Late Reports

Nil.

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 - 25 November 2025

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Tuesday 25 November 2025 at 2:00pm be confirmed as a true and correct record.

2.2 Date and Purpose of Workshop(s) Held - Nil

Nil.

2.3 Audit Panel Minutes - Tuesday 30 September 2025

Author: Executive Officer (Isabelle Clarkson)

Responsible Officer: Director Planning and Development (Dick Shaw)

ATTACHMENT/S

1. Audit Panel Minutes 2025 09 30 [2.3.1 - 4 pages]

PURPOSE

To recommend that Council receives and notes the attached Minutes and Annual Report from the Glamorgan Spring Bay Council Audit Panel meeting of September 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 performance and effectiveness as well as safeguarding its long-term financial position.

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
- Glamorgan Spring Bay Audit Charter
- Australian Accounting Standards Board (AASB)
- International Financial Reporting Standards (IFRS)

BUDGET IMPLICATIONS

Nil.

RISK CONSIDERATION/S

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

OFFICER'S COMMENTS

The audit function is recognised as a critical component in the accountability and governance framework of any local government entity, and, under the Act, all Tasmanian councils are required to establish and maintain an audit panel. Not doing so would be a breach of the Act and significantly reduce oversight of Councils finances.

OFFICER'S RECOMMENDATION

That Council receives and notes the attached Minutes of the Glamorgan Spring Bay Council Audit Panel Meetings on the 30 November 2021.

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 – 1 December 2025

Mr. John Heck

Q1. *Parking Triabunna Commercial Area*

What is Council going to do about the need to solve the High Summer Season Parking Congestion of the Triabunna CBD. The Day and Multi Day Maria Island Visitors’ Vehicles are a considerable problem and needs immediate solutions.

Response from The Mayor

Mayor to address in session.

3.2 Questions Without Notice

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

4 PLANNING AUTHORITY SECTION

Nil Reports.

5 FINANCIAL REPORTS

Nil reports.

6 SECTION 24 COMMITTEES

7 INFORMATION REPORTS

7.1 Acting Chief Executive Officer - Dick Shaw

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

ATTACHMENTS

Nil.

PURPOSE

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

OFFICER'S COMMENTS

Note that General Manager Greg Tory commenced a period of leave Friday 21 November 2025. The Director of Planning and Development Dick Shaw performed the role of Acting General Manager 24 – 28 November 2025.

Note the Council workshop held on 11 November 2025 and Council Meeting held on 25 November 2025.

Meetings / Appointments

- 4th November - Information and Q&A session draft *Local Government (Targeted Reform) Amendment Bill 2025*.
- 5th November – Meeting with cohealth
- 5th November – Meeting with Clr Mike Symons
- 5th November – Meet & Greet Bicheno Community
- 6th November – Meeting & Presentation from TasNetworks
- 6th November – Meeting with Mayor, Clr Churchill and Clr McQueeney
- 7th November – Meeting with Sorell Council CEO Robert Higgins
- 10th November – Citizenship Ceremony Triabunna Hall
- 11th November – Council Workshop
- 11th November – Meeting with ECTT Project Facilitator for the TTMPIP
- 12th November – Meeting The Hon. Kerry Vincent MLC Local Government Amendment (Targeted Reform) Bill 2025 Exposure Draft.
- 12th November – Chamber of Commerce Meeting
- 13th November – Meeting with Freycinet Coast Team
- 13th November – Meeting with Friends of Orford Bird Sanctuary
- 14th November – Meeting with TasWaste
- 14th November – Meeting with East Coast Art Hub
- 18th November – Meeting with Clr McQueeney about State Grants Presentation
- 18 November – Meeting with Australian Three Peaks Race – Freycinet Stage Briefing and Discussion
- 19th November – Meeting with PWS Minor Works Discussions

- 19th, 20th and 21st – LGAT Annual Conference
- 26th November – Meeting with cohealth (Acting CEO Dick Shaw)
- 27th November - Meeting with Bicheno Surf Life Saving Club (Acting CEO Dick Shaw)

COMMUNICATIONS AND MEDIA

Communications and Promotion via Council’s Facebook page remains the most effective channel for community communication and the noticeboards are updated frequently throughout the municipality.

Topics featured throughout November included:

- Marina Berth availability
- Citizenship Ceremony
- Works Department updates
- Advertising of various Community events
- Services Australia visits
- Council Positions Vacant
- Council Office Closure
- Animal Management advice
- Memorial event at Spring Beach

The Summer edition of SeaSpeak has been finalised and is expected to be released and delivered throughout the first week of December.

COMMUNITY DEVELOPMENT REPORT – November 2025

Throughout November, the Community Development Team delivered a broad range of activities and support across the municipality.

The Community Development Coordinator maintained a full schedule of appointments in Bicheno, Swansea, Triabunna, Orford, and Coles Bay, which included:

- Attending the May Shaw Community Engagement meeting
- Participating in the Population Workshop in Bicheno
- Assisting with the Citizenship Ceremony in Triabunna
- Attending various committee meetings, including the Swansea Chamber of Commerce, Swansea Courthouse, Better Together, and the Freycinet Coast Team
- Attending the Careers and Services Expo at The Village
- Providing attendance and support at the Red Cross Emergency Preparedness Workshops and the Tasmania Fire Service Bushfire Preparedness Workshops

The Emergency Trailer has now been fully stocked—using items obtained through a State Government Grant—and is ready for deployment in future emergencies. Bernadette and Megan Watts also undertook a 2.5-hour Recovery Training session with Kate Forbes - State Recovery Manager.

Overall, the activities undertaken throughout November continued to strengthen community connections, enhance resilience, and support collaborative partnerships across the municipality. The Community Development Team is steadily increasing its involvement and

presence within the community, further strengthening Council's relationships and reinforcing its positive reputation across the municipality.

CORRESPONDENCE FOR NOTING

- Letter in response to Mick Chalmers 'free campers'.
- Letter to Minister N Duigan re clarification at Maria Island Ferry.
- Letter to Agrigrowth Glamorgan Spring Bay Council Submission – Tasmanian Agricultural Strategy.

GENERAL

Throughout November, 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.

Contractors have been engaged to undertake ergonomic assessments of staff and a review of office fit out has commenced with a view to improve utilisation of the Council offices.

STRATEGIC PLANNING

- The General Manager accepted the resignation of Cr Michal Symons from the Audit Panel effective 28 November 2025. The General Manager would like to recognise the contribution of Cr Symons to the Audit Panel. A new panel member will be elected at the January or February 2026 Council meeting.

HUMAN RESOURCES

Recruitment Update

HR Business Partner has had a very busy period progressing multiple vacancies with some fantastic appointments:

Appointments

- Director Corporate and Financial Services – commences Monday 19 January 2026
- Senior Planner – Commences Monday 15 December 2025
- Planner – Commences 2 February 2026
- Compliance Officer (Dog Management Act) commences Monday 12 January 2026
- Works Officer Triabunna (1) – Commences 5 January 2026
- Works Officer Triabunna (2) – Commencement date TBC

Interviews Scheduled

- Director Works and Infrastructure – Interviews scheduled for 3 and 5 December 2025
- Works Officer Swansea – Interview 2 December 2025

Current Acting Roles

- Acting Chief Executive Officer - Dick Shaw
- Acting Director Planning and Development - James Bonner (whilst Dick Shaw is Acting Chief Executive Officer)
- Acting Director Corporate and Financial Services - Danielle Tuck (until appointee commences 19 January 2026)

WORK HEALTH AND SAFETY

- The Work Health and Safety Committee met on 27 November 2025.
- Contractors have been engaged to undertake ergonomic assessments of staff and a review of office fit out has commenced with a view to improve both utilisation and health and safety outcomes.

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

- None performed during the reporting period.
- 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 reporting period.
- 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
- Hazards were low-risk and promptly managed.
- Improvements noted in PPE compliance and fewer blocked accessways.

Safety Training

- 4 staff complete White Card
- 5 staff completed Austroads Traffic Management certification

RISK CONSIDERATION/S

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

RECOMMENDATION

That Council notes the information.

7.2 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

REGULAR ROAD INSPECTIONS

Regular road inspections are a fundamental component of preventive road maintenance strategies. Inspections should be conducted on a regular basis to identify any issues that could potentially compromise road safety and quality. Here are some of the key considerations for conducting regular road inspections:

Frequency: Inspections should be conducted frequently enough to identify issues before they become major problems. The frequency of inspections will depend on factors such as traffic volume, weather conditions, and road age. In general, high-traffic roads and roads in harsh weather conditions should be inspected more frequently.

Inspection checklist: A detailed inspection checklist should be developed and followed during each inspection. The checklist should cover all aspects of road safety and quality, including surface condition, drainage, signage, and vegetation control.

Documentation: Inspection findings should be documented in detail, including photographs and videos, to provide evidence of issues and track progress over time.

Prioritisation: Issues identified during inspections should be prioritised based on their severity and impact on road safety and quality. Issues that pose an immediate safety hazard should be addressed promptly, while issues that are less urgent can be scheduled for future maintenance.

Regular road inspections are critical for maintaining safe and high-quality roads. Inspections should be conducted frequently enough to identify potential issues and should be conducted by a trained and experienced team using a comprehensive checklist. Prioritisation of issues identified during inspections is important to ensure that resources are allocated effectively. By implementing regular road inspections, potential safety hazards can be identified and addressed promptly, contributing to the overall safety and longevity of our road networks.

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 November: 6
- Maintenance grade of Nugent Rd, Buckland- completed
- 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. 3.5 ton of cold mix placed for November.
- Roadside weed spraying of sealed and unsealed roads – ongoing.
- Complete redecking of Griffith Rivulet Bridge, Wielangta Rd, Rheban- starting on 11th November for 3 days- completed
- Partial redecking of Kit Owen Creek, McNeil's Rd, Swansea- planned for approx. 14th November- completed
- Roadside slashing across the municipality- this is planned to start mid to late November 2025- underway
- Replacement of corroded structural fasteners under Vicary St bridge, Triabunna- quote received and PO issued to contractor.
- New “One Lane” signage erected on floodway on Old Coach Rd, Cranbrook- completed
- New “One Lane” signage erected on Ferndale Rd bridge, Bicheno- completed
- No Parking signage erected on part of Gordon St, Bicheno- completed
- Charles St, Triabunna- 3 road failure box outs –completed
- Inkerman St, Triabunna- 3 road failure box outs- completed

STORMWATER, DRAINAGE

- Open drain and culvert/cross over maintenance - ongoing across municipality.
- Swanston Rd Little Swanport open draining cleaning- completed
- Stormwater inspection checklist completed before significant rain events by 2
- Reshaping/rock lining of eroded open drain on Esplanade East near Roberts St, Triabunna- planned for Dec 26
- Reshaping/rock lining of eroded open drain on Maria St near Meredith St, Triabunna- planned for Dec 26
- Open drain repairs/rock lining, East Esplanade, Triabunna- planned for December
- Open drain repairs/rock lining Maria St, Triabunna- planned for December

WASTE MANAGEMENT

- All WTS's to return to summer operating hours from Monday 17th November
- Replacement of retaining wall at Swansea WTS- underway

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

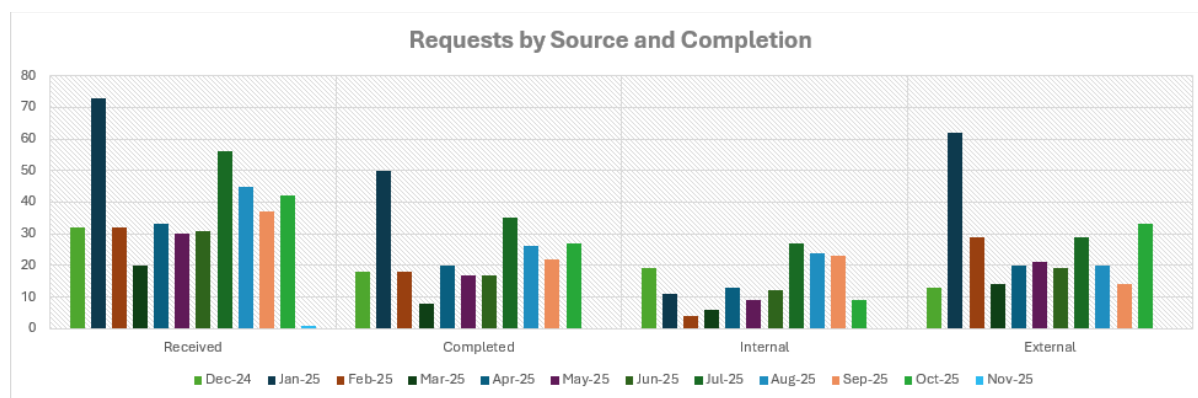
- Contract arborist- 1 day completed in November around Orford/Triabunna
- Contract arborist- 1 day completed in November around Bicheno
- Contract arborist- 1 day completed in November around Coles Bay parks
- Bicheno Triangle- Laying of 160m2 of turf- completed
- New pitch cover for Triabunna cricket pitch- delayed due to weather- now completed
- Playgrounds- soft fall replenishment underway across the municipality ready for festive season.

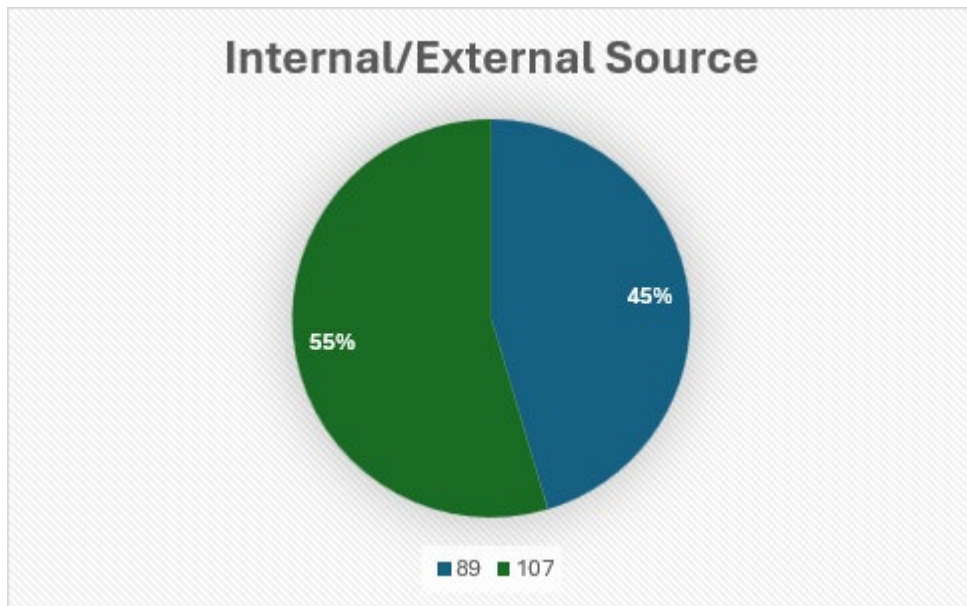
EMERGENCY MANAGEMENT

- After hours rostering carried out as scheduled.
- New GSBC emergency evacuation trailer- completed and stored in Swansea depot.
- Install half kilometre markings along Dolphin Sands Rd – planned for late November or early December weather dependant

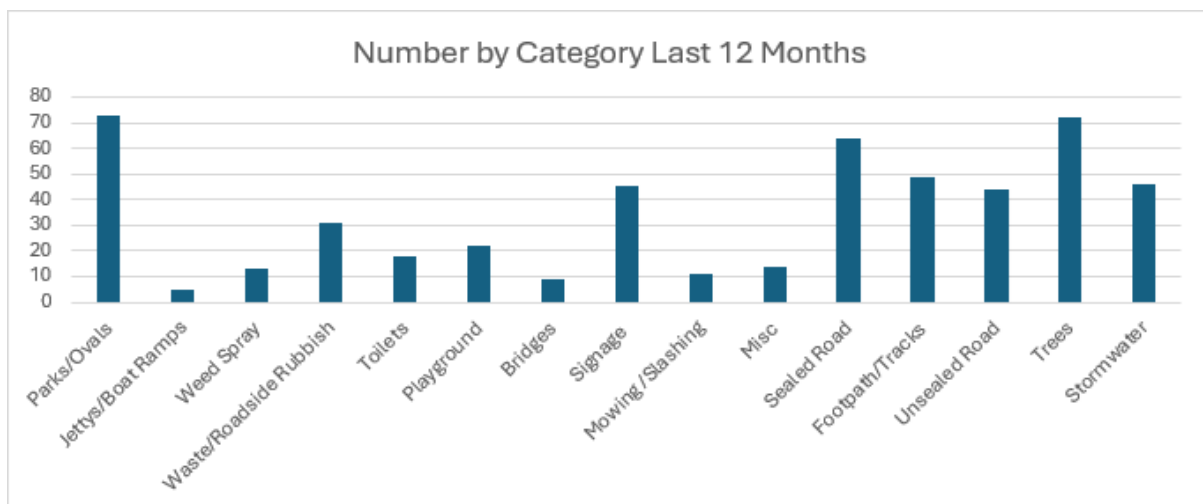
CUSTOMER REQUESTS

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

- 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 #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:
 1. 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: no new scopes completed for November
- 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- planned for new year 2026
- 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.
- Duck Park, Swansea replacement 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.
- Unsealed road re-sheet scopes and estimates approved for completion:
 1. Woodsden Rd, Buckland, 1.7km long
 2. Oakhampton Rd, Triabunna, 1.2km long
 3. Sand River Rd, Buckland, 1km long
 4. Flacks Rd, Coles Bay, 2km long
- New BBQ/shelter installation at Spring Beach- Now have PWS approval to proceed- planned for New Year

Grant funded

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

- Disaster Ready Fund - Round 3- project DRFR300037 Building Flood Resilience in key areas of Glamorgan Spring Bay, Tasmania has been successful for funding through the Australian Government's Disaster Ready Fund (DRF) Round Three.
- Bicheno Triangle- 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:
 1. electrical switchboard for sewer pump station
 2. connect sewer rising main from pump station to sewer manhole near Log Cabin Store
 3. upgrade property water connection to new above ground water meter and backflow prevention as required by TasWater.
 4. Fit off lights up the stairs of the Amphitheatre and finish the landscaping and site clean-up.

The perimeter security fence has now been removed, and the site will be reinstated and open to the public by mid-December subject to the sewer connection been completed.



PLANT AND VEHICLES

- Tender for new water cart/truck for grader crew - PO issued to successful supplier, expected delivery late Jan 2026.
- Replacement of one outdoor team utility - PO issued to successful respondent.
- Replacement of Facility Coordinators utility- PO issued
- Bulk 40m3 general waste bins for WTS's- another completed bin received and in service. 3 more bins to be manufactured this FY.

Facilities

- Spring Beach Toilet vandalism repairs- Repairs are finalized at Spring Beach Ladies toilet after arson attack. Tiles re-done and the toilet re-painted. New change table ready for installation.
- Council Chambers re-carpeting- 1st stage completed on 14th November, remainder to be completed between Christmas/New Year
- Bicheno Hall- New Barge end flashings and parapet wall flashings and a new flashing to cover the ambulance roller doors, some gutter replaced, Tiger tails have been ordered to cover the power line. Still waiting on Tiger tails
- Bicheno stage in Lion Park- new carpet- completed
- New BBQ for Jubilee Park- Waiting on electrician for BBQ reshuffle and new accessible BBQ to go into Jubilee beach
- Stove to be installed at Council Chambers lunchroom- completed
- Swansea SES complex- Lights were replaced outside Swansea SES and all outside and inside lights were tested and replaced if necessary.

GENERAL

- Line marking
 1. Disability parking bay at Harold St Hall, Coles Bay- completed
 2. Muirs Beach, Coles Bay, parking bays renewed including disability parking bay- completed
 3. Garnet Ave, Coles Bay disability parking bay and surrounding line marking - completed
 4. Swansea main street renewal of parking bays and hold lines - planned for November/December weather dependant.
 5. Bicheno - Jetty Rd parking bays, path outside sea life centre and speed hump in Gordon St- completed.
- Annual roadside slashing:
 1. Reach slashing around Orford/Triabunna/Rheban completed
 2. Reach slashing of Buckland Roads- December 2025
 3. Deck slashing Orford/Triabunna- December 2025
 4. Reach slashing of Dolphin Sands Rd where needed- completed
 5. Deck slashing of remainder of Dolphin Sands Rd- December 2025
 6. Deck slashing of remaining municipal rural roads- December 2025/ January 2026
- Vegetation replanting of new waterway in Holkham Crt, Orford- completed
- GSBC Development engineer- ongoing subdivision inspections and consultation with developers on projects including AWC at Mary St, Orford & Maria St, Swansea and Ramcorp at Julia St, Swansea.

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- 11th November- completed
- Bicheno Food and Wine Festival, Lion Park- 15th November- completed
- Triabunna Christmas parade- Friday 12th December
- Orford Christmas carols at Our Park- Friday 19th December

RECOMMENDATION

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

7.3 Acting Director Planning and Development - James Bonner

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

ATTACHMENT/S

-

Nil

PURPOSE

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

BACKGROUND/OVERVIEW

Animal Control and Compliance:

Council has successfully recruited the position Compliance Officer, with the applicant to commence on 12 January 2026.

Building and Plumbing:

For the reporting period: 0 Building Permits, 7 Approvals for Notifiable Building Works, 2 Low Risk Building approvals, 0 Certificates of Substantial Compliance, 0 Temporary Occupancy Permits, 1 Building & Plumbing Notices were issued, and 2 Building & Plumbing Orders were issued.

Throughout the month, Council's Plumbing Surveyor continued to carry out all required regulatory inspections in accordance with the *Building Act 2016* and *AS/NZS 3500:2021*. Inspections have progressed steadily, with any non-compliance issues identified on site being addressed promptly with the responsible plumbers.

A continued focus this month has been industry education, with plumbers receiving guidance on recent updates to relevant standards and regulatory requirements to support improved compliance and consistency across the municipality.

Activity Summary:

- 44 - inspections completed
- 10 - applications assessed
- 6 - applications on hold, pending further information (RFIs issued)
- 10 - Form 21 Certificates of Completion (Plumbing Work) issued

Environmental Health:

The Director is investigating capacity to increase EHO resources and capacity within the existing budget. Current EHO capacity is limited to two days per week.

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.

A range of complaints regarding environmental nuisance/harm continue to be received and addressed on a case-by-case basis. Issues have included backyard burning and off-site impacts related to subdivision activities.

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:

The recruitment of both Senior Planner and Planner has been successful, with the Senior Planner to commence 15 December 2025 and Planner to commence 2 February 2026. Both applicants are qualified planners and are already living in Tasmania and working within the planning system.

Tasmanian Planning Policies (TPP):

After a protracted process across multiple Ministers, the Tasmanian Planning Policies (TPP) were finally approved and commence operation on 1 July 2026. More information on the TPP is available from the State Planning Office website [here](#).

Southern Tasmanian Regional Land Use Strategy (STRLUS):

The Minister for Planning, Hon. Kerry Vincent has opened public consultation on the draft Southern Tasmanian Regional Land Use Strategy (STRLUS). Consultation is open for submissions until 22 February 2026. The consultation period is web based.

The draft Strategy, supporting documents and details on making a submission are here: <https://shapingtasmania.com.au/southern-region>

Submissions can be made via:

- email haveyoursay@stateplanning.tas.gov.au
- post to State Planning Office, Department of State Growth, GPO Box 536, Hobart TAS 7001

State Coastal Policy 1996:

A draft amendment hearing at the Tasmanian Planning Commission 28 November – 3 December 2025. In summary, draft amendment 01-25 to the State Policy proposes to amend

Outcome 1.4.1 and 1.4.2 of the Policy and insert a new definition for the term 'tolerable risk', to allow consideration of appropriate development to occur on actively mobile landforms. The modifications to Outcome 1.4.1 aim to establish consistency and clarification of the policy setting. The changes to Outcome 1.4.2 aim to remove the prohibition of development and introduce a performance-based policy response that allows certain use and development to be considered, provided it can demonstrate compliance with certain criteria.

General:

The Planning and Development Directorate received a steady number of applications during the October - November period. For the reporting period, 35 development and subdivision applications were approved with a total value of \$12,567,423.

Council has provided delegation to the General Manager to approve an application where no more than two representations are lodged against the application. Only two applications assessed during the period received 1-2 representations.

There are currently no planning appeals in mediation.

Property:

No report for December 2025.

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. Council Motion Tracking Document [7.4.1 - 1 page]

PURPOSE

To provide Council with an update on current and outstanding Active Resolutions at November 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 Request for Event Support - Maria Voices Inc

Author: Community and Communications Officer (Eliza Hazelwood)

Responsible Officer: Community Development Coordinator (Bernadette Pogorzelski)

ATTACHMENT/S

1. Community Small Grant Application - Maria Voices [8.1.1 - 1 page]
2. Community Small Grant Application Maria Voices Additional Information [8.1.2 - 2 pages]

PURPOSE

To request for Council to provide Event Funding of \$1,000 to Maria Voices Inc for the Annual Christmas Carols at Our Park, Orford.

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.

The application from Maria Voices Inc is for a contribution towards the Annual Christmas Carols at Our Park, Orford.

Maria Voices Inc is a registered incorporated association. Registration# IA12897,

A local choir group that organises and hosts community events, including the annual Christmas Carols at Our Park. This is a free event that established in 2021.

The group is supported by volunteers, choir members' families, and local organisations.

The aim is to provide a community-focused Christmas celebration, promoting social connection, entertainment, and local volunteer engagement. It brings the community together and encourages participation from all age groups.

The event is a family-friendly Christmas Carols gathering featuring:

- Choir performances
- Santa's visit with children's gifts
- BBQ
- Decorations including a Christmas tree and a themed mural by Spring Bay Studio and Gallery
- Additional entertainment such as rock'n'roll dancers

- Use of motor homes as a backdrop for choir performance and sound projection

The event provides significant benefits to the Glamorgan Spring Bay community by bringing together families, residents, and local organisations in a long-running community celebration. It promotes local volunteering, offers a free or low-cost cultural and entertainment experience, and fosters community engagement and cohesion during the festive season.

The grant funds will go towards:

- Production, printing, and laminating of promotional posters:
- 4 large corflute posters for roadside installation
- 10 laminated A3 posters
- 100 A4 posters for distribution to local businesses
- Printing of 100 songbooks
- Barbecue meat including vegetarian options
- Children's gifts for Santa's sack

Council's	contributions	towards	Maria	Voices	Inc
2021					-\$1,000
2023 - \$1,000					

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 \$14,623.50 has been distributed to external events and consequently there is \$29,545 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	\$1,850
Triabunna Christmas Crew	\$2,500
Spring Bay Arts Group Inc	\$1,260
Total:	\$15,455

* and any potential shortfall

RISK CONSIDERATION/S

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

Reputation		Damage to Council's reputation for not supporting the community event.
Other		Not approving the recommended grant may result in missed opportunities for community development

Integrity Assessment:

Maria Voices Inc Crew are an incorporated body. Incorporated Registration number
Registration# IA12897

OFFICER'S COMMENTS

***Note:** The applicant initially submitted a Small Grant Request Form instead of the required Event Support Form. Due to time constraints, they were unable to submit the correct form before the deadline. However, the assessment and this report have been completed in accordance with the appropriate policy and correct procedural requirements.*

This application satisfies the necessary criteria of the relevant policy.

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

OFFICER'S RECOMMENDATION

That Council approve the application of \$1,000 for event support to the Maria Voices Inc for the Maria Voices Christmas Carols at Our Park, Orford.

8.2 Nomination of Councillor to Tasmania Seafarers' Memorial Section 24 Special Committee

Author: Community Development Coordinator (Bernadette Pogorzelski)

Responsible Officer: Acting Chief Executive Officer (Dick Shaw)

ATTACHMENT/S

1. Emails re Cllr McQueeney resignation from Seafarers Memorial Section 24 Committee
[8.2.1 - 2 pages]

PURPOSE

To recommend that Council nominates a new Council representative on the Seafarers Memorial Section 24 Special Committee of Council, following the resignation of Cllr Carole McQueeney.

BACKGROUND/OVERVIEW

On the 1 June 2025, Cllr McQueeney resigned as an elected member of Glamorgan Spring Bay Council, therefore the Councillor representative position is now vacant for this Committee.

About Section 24 Committees of Council:

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.

STRATEGIC PLAN REFERENCE

Key Foundations

1. Our Governance and Finance

This means

Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Nil.

BUDGET IMPLICATIONS

There are no budget implications for Council.

RISK CONSIDERATION/S

There is no material risk associated with adopting the recommendation.

OFFICER'S COMMENTS

To ensure there is adequate representation by Council on the above-mentioned committee it is recommended that Council appoints a Council representative as soon as possible.

The Mayor is to call for nominations, and where two or more Councillors nominate the Mayor will call for a ballot.

OFFICER'S RECOMMENDATION

That Council appoint a Councillor to the Seafarers Memorial Section 24 Special Committee of Council, effective 9 December 2025.

8.3 Bicheno Community Development Association Inc

Author: Community Development Coordinator (Bernadette Pogorzelski)

Responsible Officer: Chief Executive Officer (Greg Tory)

ATTACHMENT/S

1. GSB C- Grant Appl Pg 1 [8.4.1 - 1 page]
2. GSB C- Grant Appl Pg 2 [8.4.2 - 1 page]
3. GSB C- Grant Appl Pg 3 [8.4.3 - 1 page]
4. GSB C- Grant Appl Pg 4 [8.4.4 - 1 page]
5. GSB C- Grant Appl Pg 5 [8.4.5 - 1 page]
6. GSB C- Grant Appl Pg 6 [8.4.6 - 1 page]

PURPOSE

To request for Council to provide Event Funding of \$1,500 to Bicheno Community Development Association Inc in conjunction with Bicheno Lions Club

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.

**Bicheno Community Development Association Inc – INCORPORATED NUMBER IA02958C
ABN 85 159008 989**

About the event and organiser:

An application has been submitted by the Bicheno Community Development Association, in partnership with the Bicheno Lions Club, seeking financial assistance for the 2025 Bicheno Community Christmas Family Event. The event is scheduled to take place on 20 December 2025 at the Bicheno Lions Park. The Bicheno Lions Club is a voluntary organisation dedicated to supporting the local community.

The Bicheno Community Christmas Family Event is jointly organised by the Bicheno Community Development Association and the Bicheno Lions Club. The program will include Christmas Carols and a range of activities for families in the district. Volunteers from the Bicheno Lions Club will provide food, refreshments, and entertainment for more than 150 local children.

In addition to festive activities, the event aims to promote engagement with local organisations and community groups. The Tasmanian Fire Service will participate by delivering information on the Bushfire Safety Program and seeking new volunteer recruits, supporting the strength and resilience of this essential service.

The organisers are seeking Council support to assist with the costs associated with food, entertainment, and general event delivery. Financial assistance will enable the continuation of this valued community event while allowing the Association to allocate its own funds to other community-focused projects.

The event provides significant social value by reducing isolation, fostering community connection, and celebrating the Christmas spirit. It offers an inclusive opportunity for families to gather, participate in local activities, and engage with essential community services.

A breakdown of estimated expenses for the event is provided in the quotation below, outlining the costs proposed to be covered under the Event Support Grant Application.

The Bicheno Community Christmas Family Event represents a meaningful and well-supported initiative that contributes to community wellbeing, engagement, and festive celebration. Council's financial support would help ensure the ongoing success of this important annual event.

Request for support from Council:

Bicheno Community Development Association Inc in conjunction with Bicheno Lions Club has applied to Council for \$1,500 of financial support for the Bicheno Community Christmas Family Event, which is scheduled to run on Saturday 20th December from 3pm-7pm

The money will be used to provide food, refreshments, and entertainment at the event to children and families from throughout the Bicheno community.

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

Item	Cost
Food and Refreshments	\$1,000
Entertainment	\$ 500
Total	\$1,500

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 \$16,455 has been distributed to external events and consequently there is \$28,455 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	\$1,850
Triabunna Christmas Crew	\$2,500
Spring Bay Arts Group Inc	\$1,260
Maria Voices	\$1,000
Total:	\$16,455

* and any potential shortfall

RISK CONSIDERATION/S

Risk rating colour code:	Low	Medium	High	Extreme
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Area of Risk	Rating	Officer Comments
Contractual and Legal		
Environmental and Public Health		
Financial		
Industrial Relations		
Information Technology		
Natural Hazards		
Work Health and Safety		
Political and Governance		
Professional Indemnity		
Property and Infrastructure		
Public Liability		
Reputation		Risk of damage to Council reputation for not supporting a community Christmas event
Other		Not approving the recommended grant may result in missed opportunities for community development

OFFICER'S COMMENTS

This application satisfies the necessary criteria of the relevant policy.

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

Integrity Assessment:

Bicheno Community Development Association Incorporated is a registered business ABN 60 85 159 008 989

Incorporated registration number IA 02958C

OFFICER'S RECOMMENDATION

That Council approve the application for event support from Bicheno Community Development Association Incorporation in conjunction with Bicheno Lions Club for \$1,500 towards the Annual Family Christmas Event.

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 Tuesday 25 November 2025

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

Item 3: Letter to Councillors from the A/Director of Local Government

As per the provisions of Regulation 13 (2) XX of the *Local Government (Meeting Procedures) Regulations 2025*.

RECOMMENDATION

That Council moves into Closed Session at [time].

The Mayor to confirm that the recording has been terminated.

13 CLOSE

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

CONFIRMED as a true and correct record.

Date: **Mayor Cheryl Arnol**