



GLAMORGAN SPRING BAY  
COUNCIL

---

# Notice of Meeting and Agenda

---

For the Ordinary  
Meeting of  
Council to be  
held at the  
Triabunna  
Council Offices

---

22 January, 2019

---



## NOTICE OF ORDINARY MEETING

**Notice** is hereby given that the next ordinary meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday, 22<sup>nd</sup> January 2019 commencing at 5.00pm.

**Dated** this Thursday 17<sup>th</sup> January, 2019

**David Metcalf**  
**GENERAL MANAGER**

***"I certify that with respect to all advice, information and recommendations provided to Council with this agenda:***

- 1. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and***
- 2. Where any advice is given directly to the Council by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from any appropriately qualified or experienced person. "***

**Note : Section 65 of The Local Government Act 1993 states –**

- (1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.***
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –***
  - (a) the general manager certifies, in writing –***
    - (i) that such advice was obtained; and***
    - (ii) that the general manager took the advice into account in providing general advice to the council or council committee; and***
  - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.***

**David Metcalf**  
**GENERAL MANAGER**

## Table of Contents

AUDIO/VIDEO RECORDING OF ORDINARY MEETINGS OF COUNCIL .....	5
1. OPENING .....	5
1.1 ACKNOWLEDGEMENT OF COUNTRY .....	5
1.2 PRESENT AND APOLOGIES .....	5
1.3 IN ATTENDANCE .....	5
1.4 DECLARATION OF INTEREST OR CONFLICT .....	5
2. CONFIRMATION OF MINUTES.....	6
2.1 ORDINARY MEETING OF COUNCIL – DECEMBER 11, 2018 .....	6
2.2 ANNUAL GENERAL MEETING – DECEMBER 11, 2018.....	6
2.3 WORKSHOP HELD – JANUARY 8, 2019.....	6
3. PLANNING AUTHORITY SECTION.....	9
3.1 DA18253 – RESIDENTIAL EXTENSION AND CHANGE OF USE, 3 HAROLD STREET, COLES BAY .....	10
3.2 MEDIATION – REFUSAL OF PLANNING APPLICATION FOR TWO VISITOR ACCOMMODATION UNITS AT 29 OYSTER BAY COURT, SWANWICK .....	52
3.3 ZONING OF PART OF HARVEYS FARM ROAD, BICHENO .....	62
4. PUBLIC QUESTION TIME .....	66
5. INFORMATION REPORTS.....	67
5.1 GENERAL MANAGER, DAVID METCALF.....	67
5.2 MANAGER WORKS, MR TONY POLLARD.....	79
5.3 MANAGER DEVELOPMENT & COMPLIANCE – MR. SHANE WELLS .....	84
5.4 MANAGER COMMUNITY DEVELOPMENT – MRS. LONA TURVEY .....	90
5.5 MANAGER BUILDINGS & MARINE INFRASTRUCTURE, MR ADRIAN O’LEARY .....	92
5.6 MANAGER NATURAL RESOURCE MANAGEMENT, MS MELANIE KELLY.....	95
6. SECTION 24 COMMITTEES.....	99
6.1 NRM COMMITTEE MEETING MINUTES – 14 <sup>TH</sup> NOVEMBER 2018 (DRAFT).....	100
6.2 TRIABUNNA COMMUNITY HALL COMMITTEE MEETING MINUTES – 26 <sup>TH</sup> NOVEMBER, 2018.....	106
6.3 RESPONSE TO SPRING BAY ELDERCARE UNIT ENERGY AUDIT REQUEST .....	108
6.4 REQUEST FOR COSTS RELATED TO COUNCIL’S RECREATION GROUNDS .....	109
7. OFFICERS’ REPORTS REQUIRING A DECISION.....	110
7.1 APPOINTMENT OF AN ACTING GENERAL MANAGER.....	110
7.2 ROAD NAMING - SWANWICK .....	112
7.3 NRM COMMITTEE REVISED TERMS OF REFERENCE (DRAFT) .....	115

<b>7.4</b>	<b>ORFORD COMMUNITY GROUP .....</b>	<b>125</b>
<b>7.5</b>	<b>SPRING BAY CLAY TARGET CLUB .....</b>	<b>126</b>
<b>7.6</b>	<b>THE SPRING BAY STUDIO &amp; GALLERY .....</b>	<b>134</b>
<b>8.</b>	<b>MISCELLANEOUS CORRESPONDENCE.....</b>	<b>139</b>
<b>8.1</b>	<b>CODE OF CONDUCT AND AMENDMENTS FACT SHEET – DECEMBER 2018.....</b>	<b>139</b>
<b>9.</b>	<b>MOTION TRACKING DOCUMENT .....</b>	<b>142</b>
<b>10.</b>	<b>QUESTIONS WITHOUT NOTICE .....</b>	<b>145</b>
<b>11.</b>	<b>CONFIDENTIAL ITEM (IN CLOSED SESSION) .....</b>	<b>145</b>
<b>12.</b>	<b>CLOSE.....</b>	<b>145</b>



# Audio/Video Recording of Ordinary Meetings of Council

As determined by Glamorgan Spring Bay Council in April 2017 all Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live. A link is available on the Glamorgan Spring Bay Council website to the YouTube platform, where the public can view the meeting live and watch recordings of previous Council meetings.

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

## 1. Opening

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

### 1.1 Acknowledgement of Country

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

### 1.2 Present and Apologies

### 1.3 In Attendance

### 1.4 Declaration of Interest or Conflict

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

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

*in any item included in the Agenda.*

## 2. Confirmation of Minutes

### 2.1 Ordinary Meeting of Council – December 11, 2018

#### Recommendation

That the Minutes of the Ordinary Meeting held Tuesday 11 December 2018 be confirmed as a true and correct record.

### 2.2 Annual General Meeting – December 11, 2018

#### Recommendation

That the Minutes of the 2017/18 Annual General Meeting held Tuesday 11 December 2018 at 7pm be confirmed as a true and correct record.

### 2.3 Workshop Held – January 8, 2019

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 2pm to 5.30pm on Tuesday 8 January 2019 in Triabunna. Please see the attached Workshop Agenda for the range of items that were to be discussed.

**In attendance:** Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill.

**Apologies:** Cllr Michael Symons

#### Recommendation

That Council notes this information.



## Workshop Notice/ Agenda 08/01/2019

Notice is hereby given that a Council Workshop will be held at the **Triabunna Council Offices 08/01/2019** commencing at **2pm to 5.30pm**

The majority of items will be deferred to a following workshop or an update will be provided. Items 25, 27, 29, 30, 31 and 32 will be discussed more fully at this workshop.

Item	Description
1	Section 24 Committees (as endorsed 27.11.18 Ordinary Council Meeting)
2	East Coast Regional Tourism Representative (as endorsed 27.11.18 Ordinary Council Meeting) & request to meet with Council
3	Council's Audit Panel and membership
4	Council representative on representative groups
5	Agenda's – revision, timing, content & level of reporting
6	Media releases and in general – to be provided to Councillors
7	Grants – Council input
8	Council's Rating System
9	Financial/Accounting Training
10	Council Projects/ Major Projects
11	Millingtons Beach – Revegetated area/Pines
12	Freycinet Master Plan
13	Buckland Skip Bins
14	Destination Action Plan's
15	Millington Beach Old Toilets
16	Council Logo changes
17	Alcohol Policy
18	Tassal Invitation to visit Okehampton/ Shore Site
19	Council Land/ Parking Strategy/ Parking in Lieu funds
20	RSL Spring Bay
21	Drought Relief
22	Pop Up Book Stall
23	Coles Bay Smell Nuisance
24	Electrical Vehicles – NR Manager request for workshop
25	Bicheno Paramedic
26	Proposed DA - Extension to Triabunna Wharf/Marina
27	Prosser Plains Raw Water Project – Update/Report

- 28 Marina Views – Triabunna – Update/Report
- 29 New Fence at Prosser River Opening/Radar Beach & Proposed Plans
- 30 Council's Delegation register
- 31 Council Work Plan/ Corporate Calendar
- 32 Federal/State Funding Wish-List
- 33 Dolphin Sands Ratepayer Assoc
- 34 Other Items
- 35 Confidential Items

Councillor Debbie Wisby  
Mayor Glamorgan Spring Bay Council

### **3. PLANNING AUTHORITY SECTION**

**Under Regulation 25 of *Local Government (Meeting Procedures) Regulations 2005* the Chairperson hereby declares that the Council is now acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993* for Section 3 of the Agenda.**

<b>Recommendation</b>
-----------------------

That Council now acts as a Planning Authority. (Time:    )
--

### 3.1 DA18253 – Residential Extension and Change of Use, 3 Harold Street, Coles Bay

#### Planning Assessment Report

<b>Proposal:</b>	<b>Residential (Extension and change of use)</b>
<b>Applicant:</b>	<b>Adams Building Design</b>
<b>Location:</b>	<b>3 Harold Street, Coles Bay (CT62974/2)</b>
<b>Planning Document:</b>	<b>Glamorgan Spring Bay Interim Planning Scheme 2015 (Interim Scheme)</b>
<b>Zoning:</b>	<b>Low Density Residential Zone</b>
<b>Application Date:</b>	<b>24 October 2018</b>
<b>Statutory Date:</b>	<b>25 January 2019 (by consent of applicant)</b>
<b>Discretions:</b>	<b>One</b>
<b>Attachments:</b>	<b>Appendix A – Application documentation Appendix B – Representation</b>
<b>Author:</b>	<b>Theresa Williams, Consultant Planner</b>

#### 1. Executive Summary

- 1.1. Planning approval is sought for the development of a residential extension at 3 Harold Street, Coles Bay (CT62974/2).
- 1.2. The application is for a single dwelling use class which has a No Permit Required status in the Low Density Residential Zone. This definition includes a “dwelling and ancillary dwelling on a lot on which no other dwelling is situated”.
- 1.3. The proposal is, however, reliant on Performance Criteria and is therefore subject to the discretionary assessment process.
- 1.4. One statutory representation was received.
- 1.5. The proposal is recommended for conditional approval.
- 1.6. The final decision must be made by the Planning Authority or by full Council acting as a planning authority due to the receipt of representations via the public exhibition period.
- 1.7. The key planning issues relate to the potential impact of the use, namely the compliance with the building envelope. The proposal is considered to comply with the performance criteria, subject to conditions recommended to be applied to any permit issued.

## **2. Legislative & Policy Content**

- 2.1. The purpose of this report is to enable the Planning Authority to determine application DA 2018/253.
- 2.2. This determination must be made no later than the 25<sup>th</sup> of January 2019 which has been extended by the consent of the applicant.
- 2.3. The relevant legislation is the *Land Use Planning and Approvals Act 1993 (LUPAA)*. The provisions of LUPAA require a planning authority to take all reasonable steps to ensure compliance with the planning scheme.
- 2.4. This report details the reasons for the officer recommendation. The Planning Authority must consider this report but is not bound to adopt the recommendation. Broadly, the Planning Authority can either: (1) adopt the recommendation, or (2) vary the recommendation by adding, modifying or removing recommended reasons and conditions or replacing an approval with a refusal (or vice versa). Any alternative decision requires a full statement of reasons to comply with the *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2005*.
- 2.5. This report has been prepared with appropriate regard to the State Policies that apply under the *State Policies and Projects Act 1993*.
- 2.6. This report has been prepared with appropriate regard to Council's Strategic Plan and other Council policies, and the application is not found to be inconsistent with these. Nevertheless, it must be recognised that the planning scheme is a regulatory document that provides the overriding consideration for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

## **3. Risk & Implications**

- 3.1. Approval or refusal of this application will have no direct financial implications for the Planning Authority, outside the implications should an appeal against Council's decision be lodged.

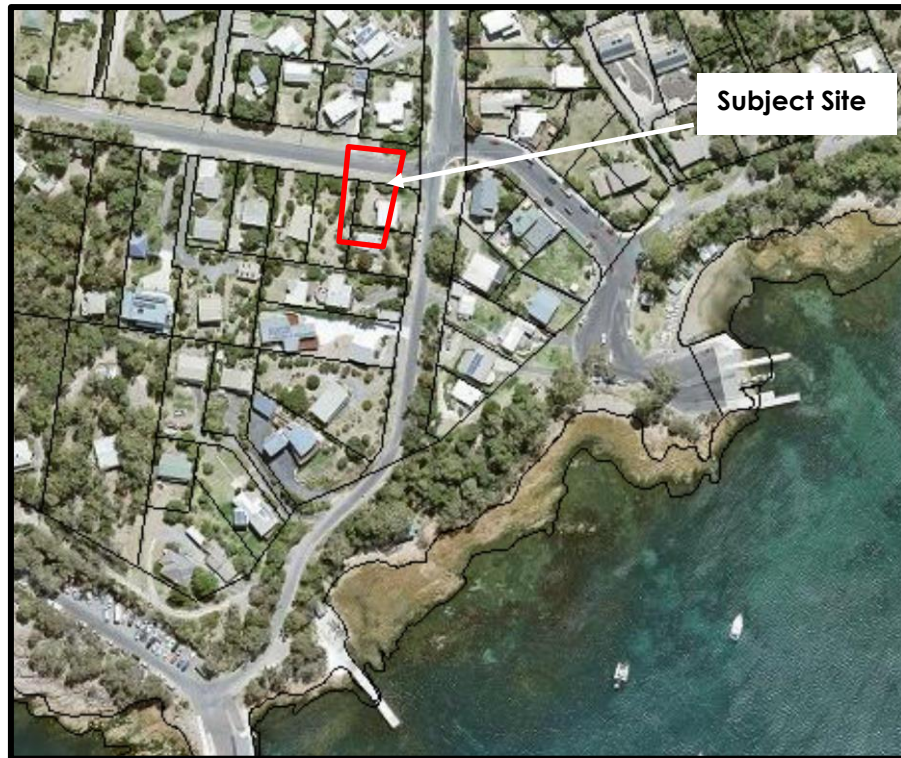
## **4. Relevant Background and Past Applications**

- 4.1. The site currently contains a house and an outbuilding.

## **5. Site Detail**

- 5.1. The site consists of one lot located at 3 Harold Street, Coles Bay.
- 5.2. The site is within the main town boundaries of Coles Bay and is approximately 200m to the north west of the boat ramp. It is within an established residential area.
- 5.3. The site is within the Low Density Residential Zone of the Glamorgan Spring Bay Interim Planning Scheme 2015.
- 5.4. The total size of the site is 668.5m<sup>2</sup>. Vehicle and pedestrian access is via Harold Street.
- 5.5. The site is relatively flat with a slight fall to the road.





*Figure 1: Aerial Imagery – site and surrounds*



*Figure 2: Subject Site*



## 6. Proposal

- 6.1. Planning approval is sought for an ancillary dwelling within the Residential use class.
- 6.2. Specifically, it is proposed to convert an existing outbuilding to habitable use and provide an extension parallel to the southern boundary of the site. This would result in a two-bedroom, self-contained ancillary dwelling with a floor area under the maximum floor area of 60m<sup>2</sup> for an ancillary dwelling. A low level deck is also proposed.
- 6.3. The extension is setback 1.43m from the side boundary and 2.05m from the rear boundary.
- 6.4. The existing and new work is to be reclad with a manufactured weatherboard cladding system.
- 6.5. The applicant submitted a design for a new wastewater management system, necessary due to the increased number of bedrooms.
- 6.6. The plans describe the works as a proposed extension to the existing single dwelling. The proposal is however considered best classified as an ancillary dwelling. An ancillary dwelling is defined as part of a single dwelling use but nevertheless has a different meaning in which a second self-contained building can be on a lot without being classified as multiple dwellings.



*Figure 3: Existing outbuilding, looking south*



*Figure 4: Existing outbuilding, looking west*

## **7. Assessment against planning scheme provisions**

- 7.1. An application must meet every applicable Standard to be approved.
- 7.2. Each Standard can be met by either an Acceptable Solution or a Performance Criteria. Where a Performance Criteria is relied upon an application is discretionary and the application may be approved or refused.
- 7.3. The following provisions are relevant to the proposed use and development:
  - Low Density Residential Zone
  - E5.0 Road and Rail Assets Code
  - E6.0 Parking and Access Code
  - E7.0 Stormwater Management Code
- 7.4. The proposal is categorised in the Single Dwelling use class which is a No Permit Required use within the Zone. The proposal relies on Performance Criteria, making this application subject to the discretionary application process.
- 7.5. Low Density Residential zone:
  - 7.5.1. No new buildings are proposed. One existing building is to be extended, to be utilised for Residential purposes.
  - 7.5.2. Car parking would be provided on the site (uncovered) at the rate of four parking spaces within the driveway. Carparking is in keeping with Table E6.1, which requires a minimum of 2 spaces.



7.5.3. The proposal will meet all Acceptable Solutions, with the exception of 12.4.2 A3. The Scheme provides for consideration of development in this scenario through the Performance Criteria to determine whether the intent of the Scheme is met through a performance based assessment of the proposal and the extent of any impact to adjoining land.

7.6. The provisions included in the applicable Codes are all met.

7.7. The proposal complies with all applicable Standard by each Acceptable Solution other than the following where the proposal is reliant on the associated Performance Criteria.

Low Density Residential Zone			
	Clause	Acceptable Solution Requirement	What is Proposed
1	Development Standards (Setbacks and Building Envelope)  Cl.12.4.2 A3	<p>A dwelling....must:</p> <p>(a) Be contained within a building envelope (refer to diagrams 12.4.2A....) determined by:</p> <p>(i) A distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a lot with an adjoining frontage; and</p> <p>(ii) Projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above natural ground level at the side boundaries and a distance of 4m from the rear boundary to a building height of not more than 8.5m above natural ground level; and</p> <p>(b) Only have a setback within 1.5m of a side boundary if the dwelling:</p> <p>(i) Does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining lot; or</p> <p>(ii) Does not exceed a total length of 9m or one-third the length of the side boundary (whichever is the lesser).</p>	<p>The proposed extension sits outside the building envelope with respect to the rear boundary ((a) (ii)).</p> <p>The extension also results in a wall longer than 9m within 1.5m of the boundary (b). The existing outbuilding is 1.43m from the side boundary and the extension is a continuation of this setback.</p>

## 7.8. Discretion 1 – Development Standards (Setbacks and Building Envelope)

7.8.1. Clause 12.4.2 A3 provides for a building envelope on the site that forms an Acceptable Solution. The proposal is outside this Acceptable Solution, and as such is subject to clause 12.4.2 P3.

7.8.2. The Performance Criteria states:

*The siting and scale of a dwelling must:*

(a) *not cause unreasonable loss of amenity by:*

(i) *reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or*

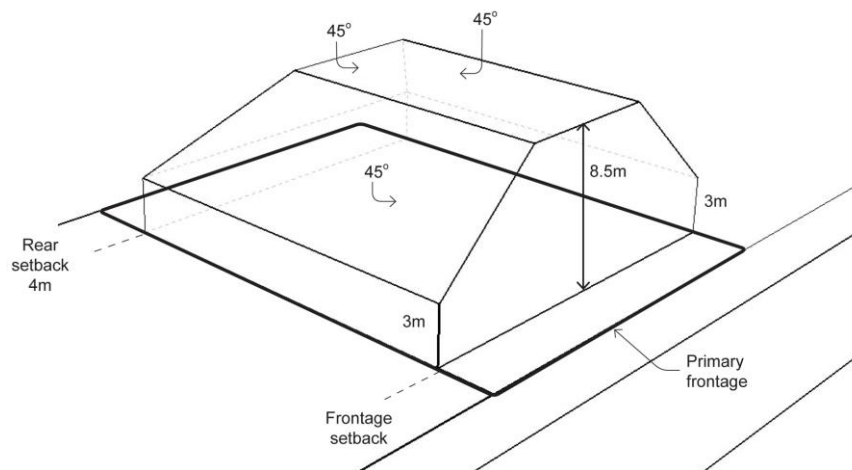
(ii) *overshadowing the private open space of a dwelling on an adjoining lot; or*

(iii) *overshadowing of an adjoining vacant lot; or*

(iv) *visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and*

(b) *provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.*

**Diagram 12.4.2A. Building envelope as required by 12.4.2 A3(a).**



7.8.3. The existing house already overshadows the property to the west for a short period at certain times of the year. The proposal does not exacerbate this current situation. The property to the south will be overshadowed, however this does not impact on either private open space or a habitable room. This is because the proposed extension adjoins an existing outbuilding on this southern boundary.

7.8.4. The proposed extension will be single storey, and have a significantly lower profile than the existing building on site, or on the surrounding properties, creating minimal visual impact.

7.8.5. The surrounding area has been developed with a number of buildings on, or close to, the property boundaries. The proposed setbacks are in keeping with these.

7.8.6. There is no significant or unreasonable loss of amenity created as a result of the proposed variation. The proposal is considered to comply with Clause 12.4.2 P3.

## 8. Referrals

8.1. No issues were raised.

## 9. Concerns raised by representors

9.1. The following table outlines the issues raised by the representor.

<b>Issue</b>	<b>Response</b>
The location of 5 Harold Street is not accurate on the plans	<p>Agreed.</p> <p>Clause 8.1 of the planning scheme specifies what information <i>must</i> be provided with an application. The design of the proposed new buildings falls into this category. There is also a list of information that <i>may</i> be required, if necessary. The location of the adjoining houses falls into the <i>may</i> category. It is noted that it can be very difficult for designers to accurately represent residences on adjoining properties without trespassing. Albeit in this case the location is inaccurate by many metres.</p> <p>In this situation, the plans provided for the proposed buildings are understood to be accurate, whilst the buildings on adjoining properties are estimated locations only. The shadow diagrams submitted also appear to be inaccurate. However, the plans of the works, combined with site inspection and aerial photography, has provided sufficient information to make an accurate assessment of the proposal, without requesting additional plans. This is particularly the case as the majority of works in proximity to 5 Harold Street relate to an existing structure.</p> <p>Whilst there is an inaccuracy with the location of 5 Harold Street and also with the shadow diagrams, these are not considered a fundamental flaw or limit or affect the capacity of the Planning Authority to assess the application as submitted and exhibited.</p>
Objects to the change of use of the building due to proximity to representor's house	<p>Noted. The planning scheme provides for consideration of this impact through assessment of access to sunlight, overshadowing, visual impacts and setbacks in the surrounding area as well as privacy specific provisions. The proposal is in keeping with these requirements. There is only one window proposed on the shared boundary which is to a bathroom and should be made to be of transparent glass.</p>
Location and proximity of kitchen and toilet	<p>The kitchen will not contain a window on this western elevation. The toilet window will be required to be fitted with frosted glass, which is standard practice.</p>





The property is too small to contain this development	<p>The property is 668m<sup>2</sup>. The main matters in determining whether the property is large enough to contain the development are site coverage, setbacks and onsite waste disposal.</p> <p>The proposal will result in approximately 23.5% site coverage, which meets the 25% maximum.</p> <p>The setbacks have been assessed and found to comply via the performance criteria.</p> <p>The application included a full onsite wastewater assessment for an upgraded system to be installed as part of the development.</p> <p>The property, as assessed by the planning scheme, is of a sufficient size to accommodate the proposal.</p>
Onsite wastewater will be unable to cope	<p>The application includes a full assessment by a qualified engineer. The developer will be made aware that the wastewater disposal areas cannot be utilised for car parking.</p>
Requests that specific materials be used for the roof to reduce reflection	<p>A condition to this effect is recommended.</p>
Shadow diagrams do not accurately show the adjoining house	<p>Noted. The plans provided do not accurately show the adjoining residences. The planning scheme requires that these <i>may</i> be required if necessary. It is not necessary in every case.</p> <p>In this case, the assessment has been undertaken utilising the plans provided for the proposed extension as well as on site inspection and aerial photography to accurately locate the existing and proposed buildings in order to assess the proposal against the planning scheme.</p>
Future use of the building as permanent rented accommodation	<p>The Planning Scheme and Planning Directive 6 require that any change of use to Visitor Accommodation is assessed accordingly.</p> <p>The application is for an ancillary dwelling and not for Visitor Accommodation. Whilst this ancillary dwelling would be of a form that could be easily used for Visitor Accommodation, it is also entirely consistent with the common design and scale of ancillary dwellings. The only matter that may be suggestive of future Visitor Accommodation use is the number of Airbnb type rentals in Coles Bay. However, this application can only be assessed as proposed and should be assessed without regard to surrounding activities.</p>

## 10. Conclusion

- 10.1. The application satisfies the relevant provisions of the *Glamorgan Spring Bay Interim Planning Scheme 2015* as outlined in this report and is recommended for conditional approval.

## 11. Recommendations

### That:

- A. Pursuant to Section 57 of the Land Use Planning & Approvals Act 1993 and the Glamorgan Spring Bay Interim Planning Scheme 2015, that the application for Residential extension (ancillary dwelling) and change of use (DA2018/0253) at 3 Harold Street, Coles Bay, CT62974/02 be APPROVED subject to the following conditions:

1. Use and development must be substantially in accordance with the endorsed plans and documents unless modified by a condition of this permit.

*Advice: Any changes may either be deemed as substantially in accordance with the permit or may first require a formal amendment to this permit or a new permit to be issued.*

2. The ancillary dwelling may be used for residential purposes. Any other use (eg visitor accommodation) may require further planning approval.
3. The dwelling and ancillary dwelling must not be separately metered.
4. All external surfaces must be finished using colours of limited reflectivity. Details of the colour scheme must be submitted to Council's General Manager prior to construction. If considered satisfactory, the colour scheme will be endorsed and will form part of the permit.
5. Plans submitted for building approval must show the window proposed for the southern wall as being constructed of opaque glass.
6. The land application area for the onsite wastewater management system must remain free of driveways, car parking, decks or other impervious surfaces for the lifespan of the system. A barrier in the form of landscaping, kerbing or the like must be installed to prevent vehicles, particularly those of guests or others unfamiliar with the site, from parking over the wastewater management system.

### Services

7. The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

*Advice: The developer may submit photographs showing the existing condition of roads, footpaths, kerb and gutter and similar in the nearby area as evidence of the existing conditions prior to any works occurring.*

### Parking and Access

8. The internal driveway and areas set-aside for vehicle turning must have a minimum width of 3.0m, with 0.3m clearance to any fixed object greater than 150mm in height, or to a greater standard as otherwise determined by a building surveyor if within a bushfire prone area.
9. To the satisfaction of Council's General Manager, the internal driveway and areas set-aside for vehicle parking and associated access and turning must be provided in accordance with *Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia,*

Sydney and must include all of the following:

- (a) Be constructed with a durable all weather pavement;
  - (b) Have a sealed surface of either concrete, asphalt, pavers, 2 coat seal or similar;
  - (c) Drained to an approved stormwater system;
  - (d) Be fully complete prior to the commencement of use to the satisfaction of Council's General Manager.
10. To the satisfaction of Council's General Manager, surface water runoff from the internal driveways and areas set-aside for vehicle parking and turning must be controlled and drained to avoid unreasonable impact to adjoining land.
- Advice: The design of drainage associated with driveways, parking areas and buildings is regulated under the Building Act 2016 and may require a Certificate of Likely Compliance or Plumbing Permit under the Building Act 2000.*
11. Car parking spaces, vehicular access and vehicular turning areas, including line marking, signage and drainage, and access to all such areas, must be constructed and maintained to the satisfaction of Council's General Manager.

### **Construction**

12. Through the construction process to the satisfaction of Council's General Manager and unless otherwise noted on the endorsed plans or approved in writing by Council's General Manager, the developer must:
- (a) Ensure soil, building waste and debris does not leave the site other than in an orderly fashion and to be disposed of at an approved facility.
  - (b) Not burn debris or waste on site.
  - (c) Promptly pay the costs associated with any alteration, extension, reinstatement, repair or cleaning of Council's Infrastructure, public land or private property.
  - (d) Ensure public land, footpaths and roads are not unreasonably obstructed by vehicles, machinery or materials or used for storage.
13. No top soil is to be removed from the site.

### **Builders Waste**

14. The developer must provide a commercial skip (or similar) for the storage of builders waste on site and arrange for the removal and disposal of the waste to an approved landfill site by private contract.

*Advice:*

*Builders waste, other than of a quantity and size able to be enclosed within a standard 140 Litre mobile garbage bin, will not be accepted at Council's Waste Management Centres. All asbestos based waste must be disposed of in accordance with the Code of Practice for the Safe Removal of Asbestos NOHSC: 2002(1988). No material containing asbestos may be dumped at Council's Waste Management Centres.*





Leigh Adams  
Accredited Building designer  
acc. # CC886J  
ABN 71 048 418 121

170 Abbott Street  
Launceston TAS 7250.  
M : 0411 294 351  
E : leigh@adamsbuildingdesign.com.au  
W : www.adamsbuildingdesign.com.au

# Proposed Extension at 3 Harold St, Coles Bay, TAS

for M. Jordan

Project Details		
Council		Glamorgan-Spring Bay
Zone		12.0 Low Density Residential
Planning Overlay		N/A
PID		5288031
Title Folio		02
Title Volume		62974
Climate Zone		7
WIND SPEED		N3
SOIL CLASS		CLASS P (AS2870)
STAR RATING		-
BAL Rating		BAL LOW
Corrosive Environment		N/A

Area Schedule (Gross Building)		
Name	Area	Area (Squares)
Existing Dwelling (Footprint)	88.20 m²	9.48
Existing Garage	32.72 m²	3.52
New Deck	11.27 m²	1.21
New Extension	25.98 m²	2.79
	158.18 m²	17.01

Site areas	
Name	Area
Site	668.50 m²
	668.50 m²

Drawing List	
Sheet Number	Sheet Name
1	Cover Page
2	Govt Infrastructure Details
3	Site Plan
4	Site/ Drainage Plan
5	Demolition Plan
6	Floor Plan
7	Elevations (sheet 1)
8	Elevations (sheet 2)
9	3D Views
10	Sun Shade Diagrams

## Planning Approval <sup>(A3)</sup>

3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

No.	Date	Description
© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A SMALL BUSINESS. THE PROPERTY OF ADAMS BUILDING DESIGN. THIS DOCUMENT MAY ONLY BE USED FOR THE PURPOSES FOR WHICH IT WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE COMMISSION. UNAUTHORISED USE OF THIS DOCUMENT IN ANY FORM IS PROHIBITED.		

Scale :

Starting Date : 08.06.18

Plot Date : 13/11/2018  
11:40:55 AM

Project No. Drawing No.  
020618 | 1 /10



NOTES:  
REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.

D:\Users\Leigh\Desktop\revit2018\JORDAN, M - 3 Harold Street\jordan  
nicholson\Recovery\Recovery.rvt



170 Abbott Street,  
New Bedford,  
Louthcote TAS 7250.

M: 0411 294 351  
E: leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au  
ABN 71 048 418 121  
acc. # CC886J

3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

Rev.	Date	Description
------	------	-------------

Project:  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A SMALL REMAIN THE PROPERTY OF ADAMS BUILDING DESIGN. THE DOCUMENT MAY ONLY BE USED FOR THE PURPOSES FOR WHICH IT WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE COMMISSION. UNAUTHORIZED USE OF THIS DOCUMENT IN ANY FORM IS PROHIBITED.

Drawing Title:  
Govt Infrastructure Details

Client:  
M. Jordan

Scale:  
Starting Date: 08.06.18

Plot Date:  
13/11/2018 11:40:55 AM

Planning Approval

Project No.  
020618

Drawing No.  
2 / 10



NOTES:  
-REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.

D:\Users\Leigh\Desktop\revit\2018\JORDAN, M - 3 Harold Street\jordan  
nicholson\Recovery\Recovery.rvt

#### SITEWORKS

1. Site to be prepared in accordance with engineers or surveyors' report if applicable.
2. Site to be excavated or filled to indicated levels.
3. Excavation and filling of the site to be in accordance with BCA part 3.1 and AS3870.
4. Drainage works to be in accordance with BCA part 3.1 and AS3500.3.2
5. Surface drainage — finished ground to fall away from building for a minimum distance of 1000 at 1:20 minimum and to a point where ponding will not occur.
6. Downpipes to be connected into Council stormwater as soon as the roof is installed.
7. Install AG drain prior to footing excavation. See Drainage Plan for location.
8. Excavated material placed up-slope of AG drain. To be removed when building works are complete and used as fill on site for any low points. Install a sediment fence on the downslope side of material.
9. Construction vehicles to be parked on the street only, to prevent transferring debris onto the Street.
10. Finished slab level to be:
11. 150mm above finished ground level.
12. 50mm above paved surfaces.
13. prevent ponding of water under suspended floors.

#### SITE SERVICES

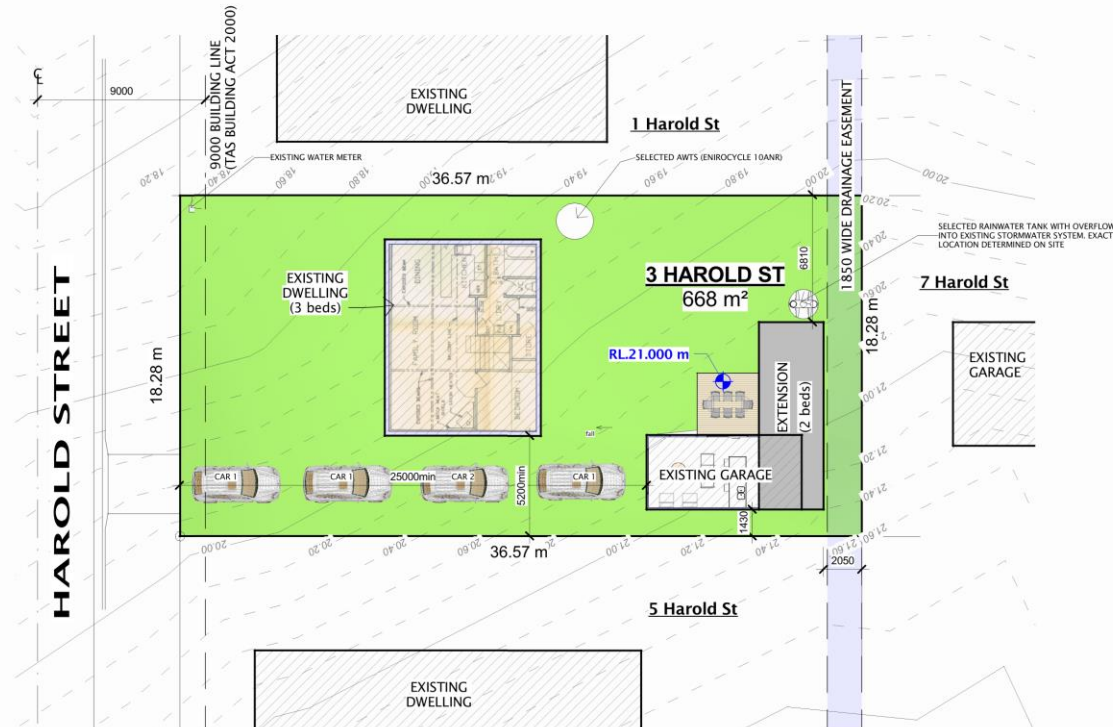
Electricity, Gas, Telephone, Water, Stormwater & Sewer Services locations are to be determined on site & connected as per local authority requirements.

#### EXTERIOR LIGHTING

Exterior lighting to illuminate pathways & carparking areas must be controlled by a sensor & shielded to prevent direct light being emitted outside the site.

#### CONTOURS

Contours are indicative only for the site.  
Refer Elevations for accurate representation of existing ground levels. The contours on this plan are to be used for the sole purpose of approvals & construction of this proposal & are to be used for no other future purpose.



## Site Plan

1:200



170 Abbott Street,  
Newfoid,  
Louthcote TAS 7250.

M: 0411 294 351  
E: leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au  
ABN 71 048 418 121  
GCC: # CC86J

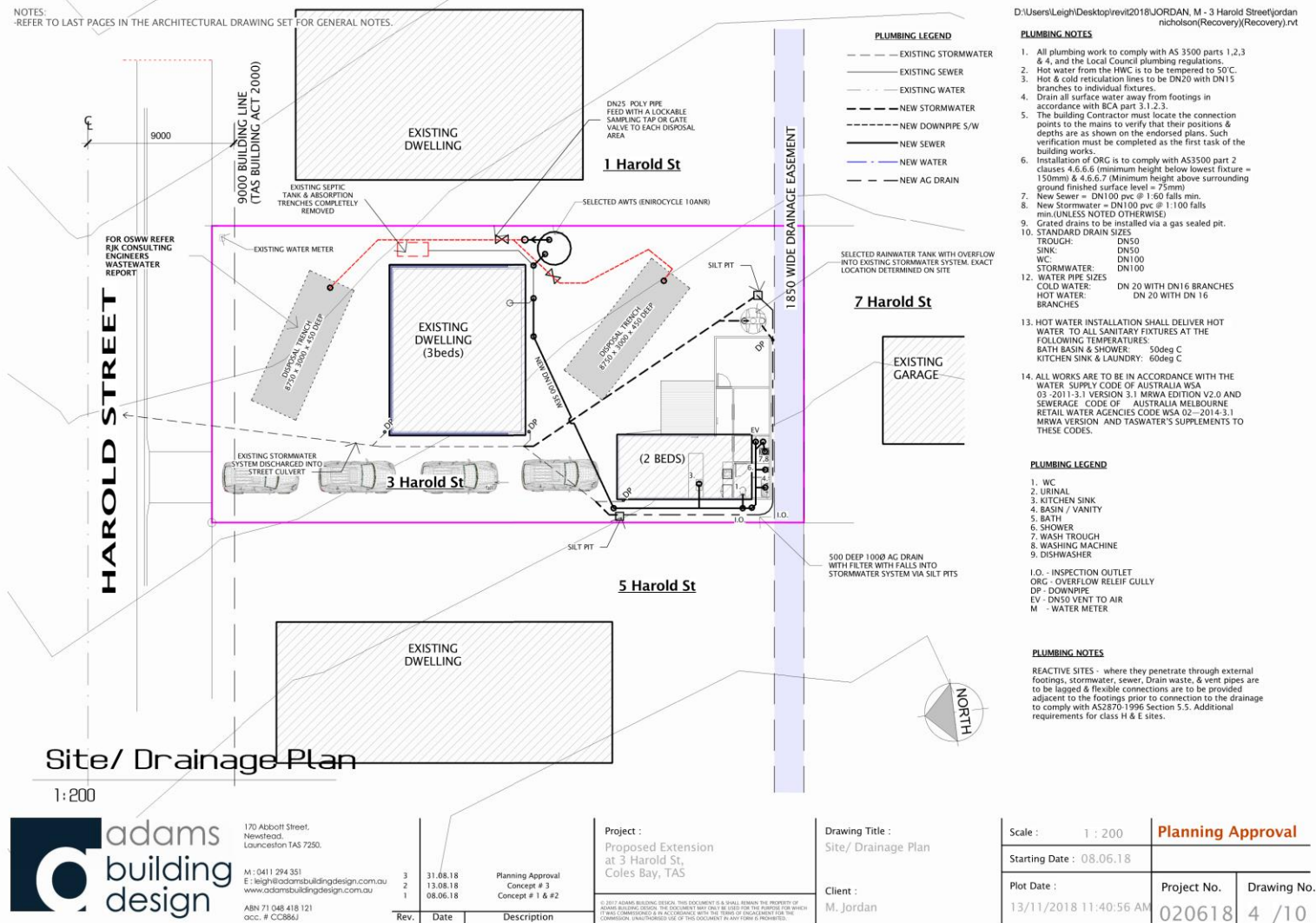
Rev.	Date	Description
3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

Project:  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

Drawing Title:  
Site Plan

Client:  
M. Jordan

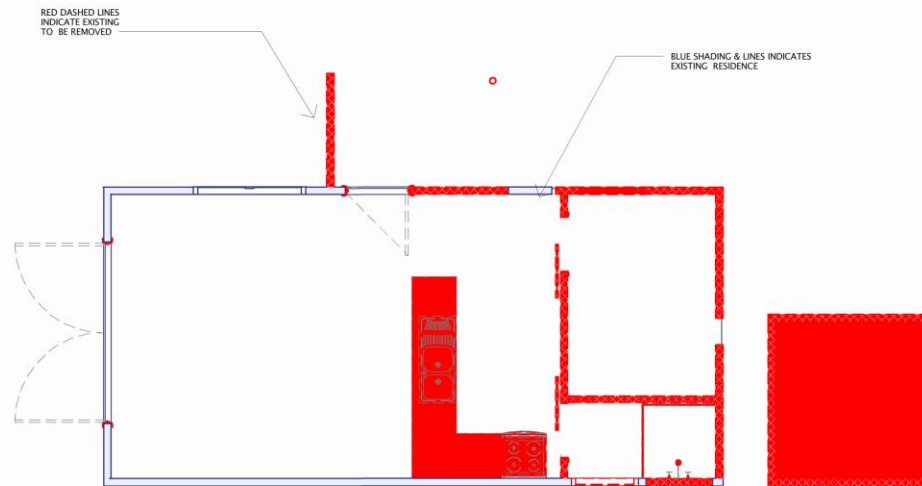
Scale:	1:200	Planning Approval
Starting Date:	08.06.18	
Plot Date:	13/11/2018 11:40:56 AM	
Project No.	020618	Drawing No.
	3	10





NOTES:  
-REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.

D:\Users\Leigh\Desktop\revit2018\JORDAN, M - 3 Harold Street\Jordan  
nicholson\Recovery\Recovery.rvt



#### DEMOLITION NOTES

- \*These Drawings are to read in conjunction with Engineer's Drawings.
- \*The Builder shall be responsible for the disconnection & sealing of services.
- \*Carefully demolish & remove items as shown. prepare for new works & make good all associated surfaces & finishes disturbed by demolition & building works.
- \*Builder to confirm with building owner items to be retained, re-used or remain on site.
- \*Builder must take all necessary precautions to ensure the stability of the existing & surrounding structure during demolition & construction.
- \*Protect property & services to either remain on or adjacent to the site from interference or damage & erect dust screens as necessary.
- \*disposal of any asbestos found during demolition in accordance with Workplace Tasmania's Code of Practice for the safe removal of asbestos [NOHSC:2002(1998)]
- \*Blue shading & lines indicate existing structure to remain.
- \*Red Shading indicates existing to be demolished.
- \*Colour or no shading generally indicates new.

## Demolition Plan

1:50



170 Abbott Street,  
Newport, TAS 7250.

M : 0411 294 351  
E : leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au

ABN 71 048 418 121  
ACC. # CC86J

Rev.	Date	Description
3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

Project :  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A WORK PRODUCT OF ADAMS BUILDING DESIGN. THE DOCUMENT MAY ONLY BE USED FOR THE PURPOSE FOR WHICH IT WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE COMMISSION. UNAUTHORIZED USE OF THIS DOCUMENT IN ANY FORM IS PROHIBITED.

Drawing Title :  
Demolition Plan

Client :  
M. Jordan

Scale :	1 : 50	Planning Approval	
Starting Date :	08.06.18		
Plot Date :	13/11/2018 11:40:57 AM	Project No.	Drawing No.
		020618	5 / 10





NOTES:  
-REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.

Area Schedule (Gross Building)		
Name	Area	Area (Squares)
Existing Dwelling (Footprint)	88.20 m²	9.48
Existing Garage	32.72 m²	3.52
New Deck	11.27 m²	1.21
New Extension	25.98 m²	2.79
	158.18 m²	17.01

- HARDWIRED SMOKE DETECTORS  
IN ACCORDANCE WITH BCA PART  
3.7.2 & AS 3786. (LINKED)



TREATED PINE FRAMED DECK WITH TREATED  
PINE DECKING. PROVIDE SELECTED CLEAR  
FINISH

FOOTINGS & SLAB IN  
ACCORDANCE WITH  
ENGINEER'S DETAILS &  
BCA PART 3.1.2

HARDES SCYON LINEA WEATHERBOARD  
CLADDING. INSTALLED IN STRICT  
ACCORDANCE WITH MANUFACTURER'S  
CURRENT RECOMMENDATIONS &  
SPECIFICATIONS. (REFER CLADDING DETAILS  
PAGE)

DASHED LINE INDICATES  
EXTENT OF EXISTING GARAGE

COLORBOND STEEL CUSTOM ORB ROOF  
CLADDING (BCA PART 3.5.1) COLOUR AS  
SELECTED BY OWNER.

Floor Plan

1:50

D:\Users\Leigh\Desktop\revit\2018\JORDAN, M - 3 Harold Street\jordan  
nicholson\Recovery\Recovery.rvt



170 Abbott Street  
Launceston TAS 7250.  
Newstead.  
M : 0411 294 351  
E : leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au  
ABN 71 048 418 121  
acc. # CC886J

### Planning Approval A3

No.	Date	Description
3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A SKETCH.  
OWNERSHIP OF THE PROPERTY OF ADAMS BUILDING DESIGN. THIS  
DOCUMENT MAY ONLY BE USED FOR THE PROJECT FOR WHICH IT  
WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF  
ENGAGEMENT FOR THE CONSULTANT. UNAUTHORIZED USE OF  
THIS DOCUMENT IN ANY FORM IS PROHIBITED.

Project :  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

Client :  
M. Jordan

Drawing Title :  
Floor Plan

Scale : 1 : 50

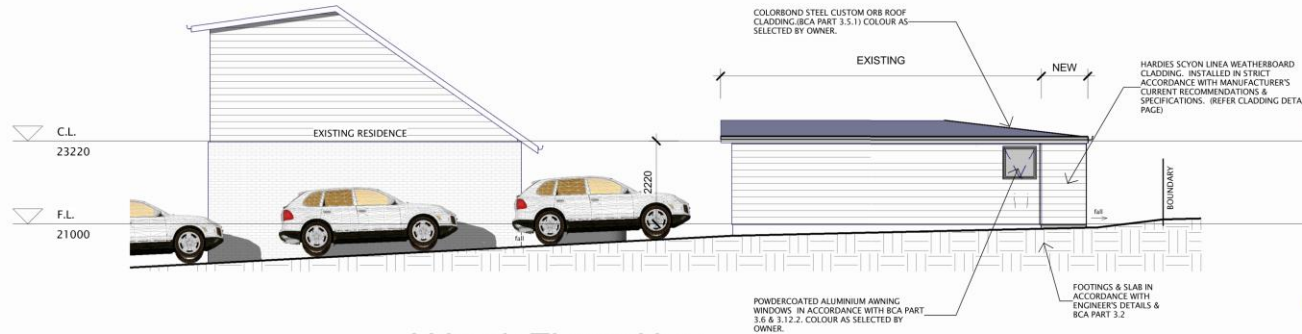
Starting Date : 08.06.18

Plot Date : 13/11/2018  
11:40:58 AM

Project No. Drawing No.  
020618 6 /10

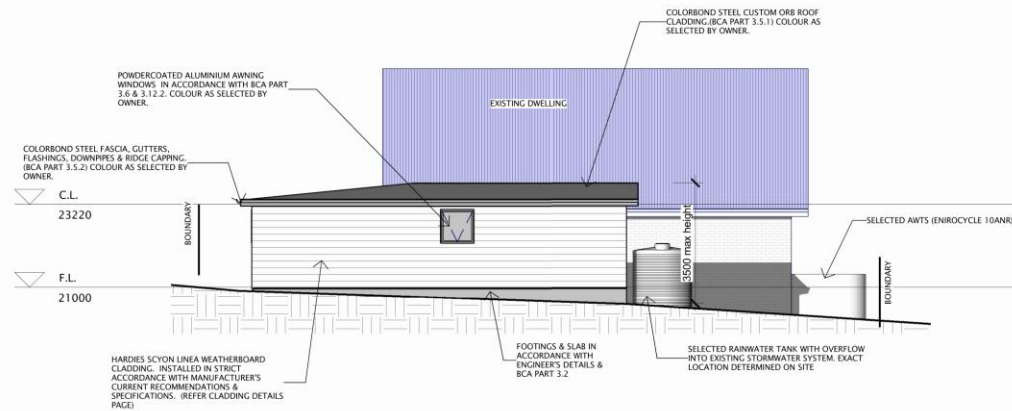


NOTES:  
-REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.



## West Elevation

1:100



## South Elevation

1:100

D:\Users\Leigh\Desktop\revit\2018\JORDAN, M - 3 Harold Street\jordan nicholson\Recovery\Recovery.rvt

**adams**  
building design

170 Abbott Street  
Launceston TAS 7250.  
Newstead.  
M : 0411 294 351  
E : leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au

ABN 71 048 418 121  
acc. # CC886j

### Planning Approval

No.	Date	Description
3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A SPATIAL DESIGN. THE PROPERTY OF ADAMS BUILDING DESIGN. THIS DOCUMENT MAY ONLY BE USED FOR THE PROJECT FOR WHICH IT WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE CONSULTANT. UNAUTHORIZED USE OF THIS DOCUMENT IN ANY FORM IS PROHIBITED.

Project :  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

Client :  
M. Jordan

Drawing Title :  
Elevations (sheet 1)

Scale : 1 : 100

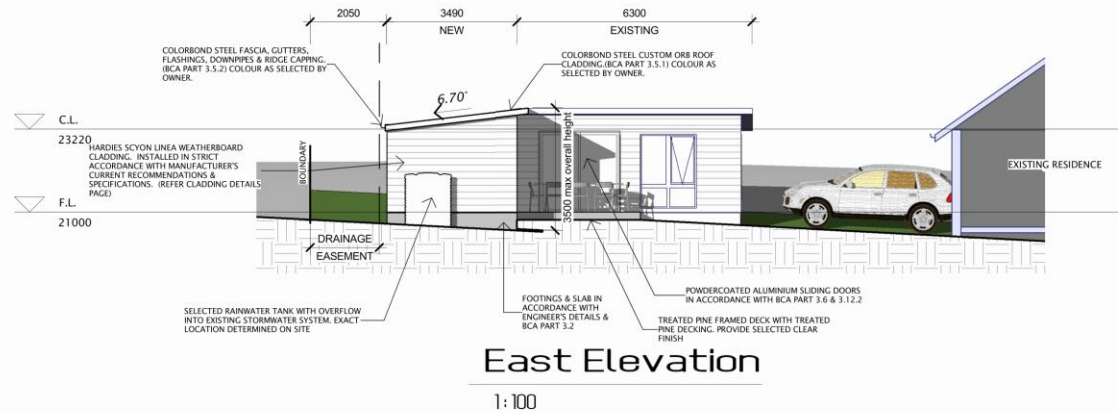
Starting Date : 08.06.18

Plot Date : 13/11/2018  
11:40:59 AM

Project No. Drawing No.  
020618 7 /10



NOTES:  
-REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.



D:\Users\Leigh\Desktop\revit\2018\JORDAN, M - 3 Harold Street(jordan.nicholson)\Recovery\Recovery.rvt



170 Abbott Street  
Launceston TAS 7250.  
Newstead.  
M: 0411 294 351  
E: leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au  
ABN 71 048 418 121  
acc. # CC886j

#### Planning Approval<sup>A3</sup>

3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2
No.	Date	Description
© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A SKETCH. EXAMINE THE PROPOSAL OF ADAMS BUILDING DESIGN. THIS DOCUMENT MAY ONLY BE USED FOR THE PURPOSES FOR WHICH IT WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE CONSULTANT. UNAUTHORIZED USE OF THIS DOCUMENT IS PROHIBITED.		

Project :  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

Client :  
M. Jordan

Drawing Title :  
Elevations (sheet 2)

Scale : 1 : 100

Starting Date : 08.06.18

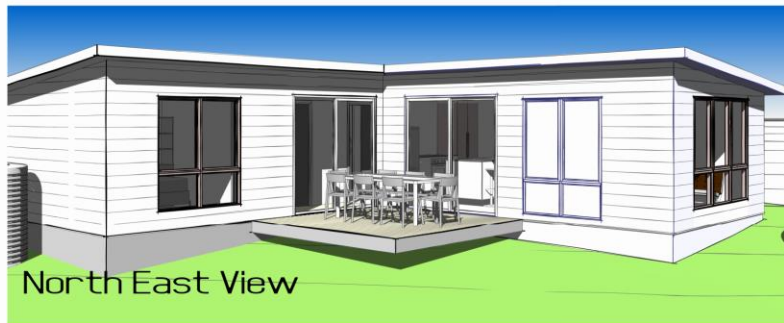
Plot Date : 13/11/2018  
11:41:00 AM

Project No. Drawing No.  
020618 8 /10

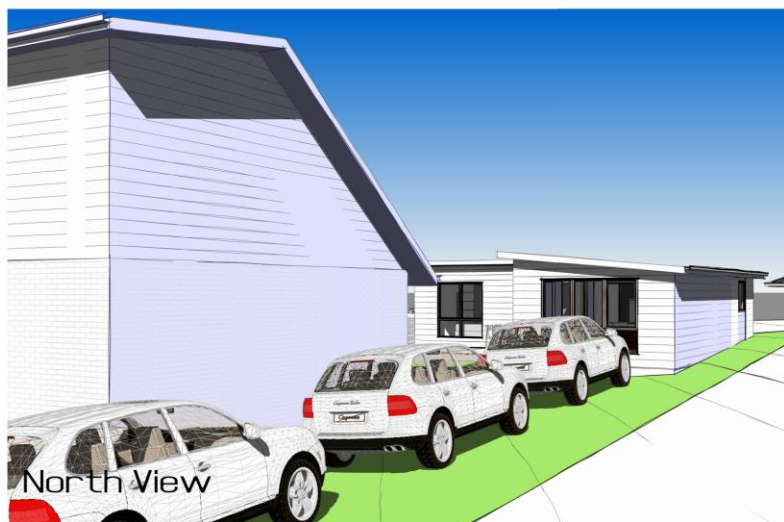




NOTES:  
-REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.



North East View



North View

D:\Users\Leigh\Desktop\revit2018\JORDAN, M - 3 Harold Street(jordan.nicholson)\Recovery\Recovery.rvt

**NOTE:**  
GROUND LEVELS INDICATED IN 3D IMAGES  
ARE INDICATIVE ONLY & SHOULD NOT  
BE RELIED UPON FOR CONSTRUCTION  
PURPOSES. REFER SITE, CONTOUR PLAN  
& ELEVATIONS FOR TRUE GROUND LEVELS.



170 Abbott Street  
Launceston TAS 7250.  
Newstead.  
M : 0411 294 351  
E : leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au  
ABN 71 048 418 121  
acc. # CC886J

#### Planning Approval<sup>A3</sup>

No.	Date	Description
3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2

© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A WORK  
OWNED BY ADAMS BUILDING DESIGN. IT IS NOT  
TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY  
MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING,  
RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL  
SYSTEM, WITHOUT PERMISSION IN WRITING FROM ADAMS BUILDING  
DESIGN. ANY UNAUTHORIZED USE OF THIS DOCUMENT IS PROHIBITED.

Project :  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

Client :  
M. Jordan

Drawing Title :  
3D Views

Scale :

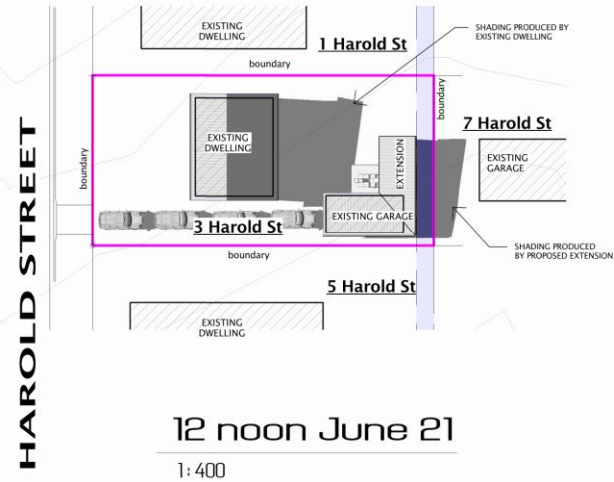
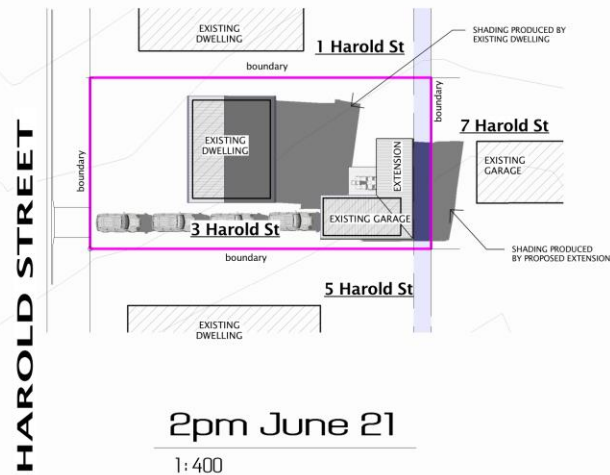
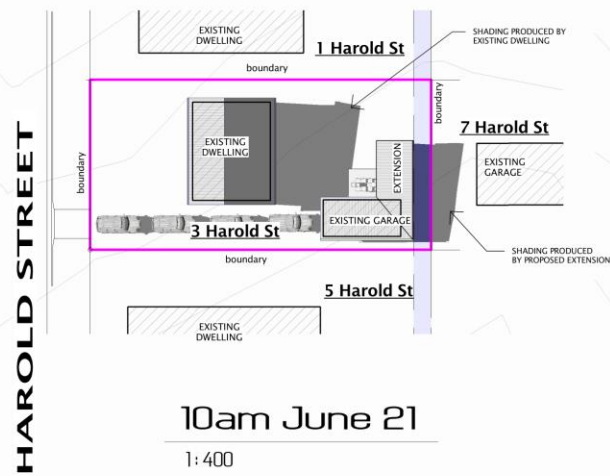
Starting Date : 08.06.18

Plot Date : 13/11/2018  
11:41:04 AM

Project No. Drawing No.  
020618 9 /10



NOTES:  
REFER TO LAST PAGES IN THE ARCHITECTURAL DRAWING SET FOR GENERAL NOTES.



**adams**  
building design

170 Abbott Street  
Launceston TAS 7250.  
Newstead.  
M : 0411 294 351  
E : leigh@adamsbuildingdesign.com.au  
www.adamsbuildingdesign.com.au

ABN 71 048 418 121  
acc. # CC886J

#### Planning Approval<sup>A3</sup>

3	31.08.18	Planning Approval
2	13.08.18	Concept # 3
1	08.06.18	Concept # 1 & #2
No.	Date	Description
© 2017 ADAMS BUILDING DESIGN. THIS DOCUMENT IS A SHED. REMARK: THE PROPERTY OF ADAMS BUILDING DESIGN. THIS DOCUMENT MAY ONLY BE USED FOR THE PROJECT FOR WHICH IT WAS COMMISSIONED & IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE CONSULTANT. UNAUTHORIZED USE OF THIS DOCUMENT IN ANY FORM IS PROHIBITED.		

Project :  
Proposed Extension  
at 3 Harold St,  
Coles Bay, TAS

Client :  
M. Jordan

Drawing Title :  
Sun Shade Diagrams

Scale : 1 : 400

Starting Date : 08.06.18

Plot Date : 13/11/2018  
11:41:06 AM

Project No. Drawing No.  
020618 10/10

D:\Users\Leigh\Desktop\revit\2018\JORDAN, M - 3 Harold Street\jordan  
nicholson\Recovery\Recovery.rvt



## Planning Compliance Report

Friday, 9 November 2018

### Addressing Planning Scheme

[Glamorgan Spring Bay Council Interim Planning Scheme 2015](#)

### Proposed

[Garage Extension, 3 Harold St, Coles Bay, TAS 7215](#)

### Client

[Marylin Jordan](#)

**Zone:** [12.0 Low Density Residential](#)

**Planning Overlay:** [N/A](#)

A: 170 Abbott Street, Newstead, Launceston, TAS. 7250 M: 0411 294 351 E: [leigh@adamsbuildingdesign.com.au](mailto:leigh@adamsbuildingdesign.com.au)  
W: [www.adamsbuildingdesign.com.au](http://www.adamsbuildingdesign.com.au)



## Introduction

This report aims to demonstrate compliance with relevant planning standards for a proposed [Garage Extension, 3 Harold St, Coles Bay, TAS 7215](#). The report aims to take into consideration the intent, values and objectives of the Glamorgan Spring Bay Council Interim Planning Scheme 2015, with amendments, and address all scheme standards applicable to this development. This report is based on proposed development works to be carried out, completed and maintained by the applicant & owner. The proposed development relies on Performance Criteria to satisfy relevant planning standards and is to be read in conjunction with drawings submitted for the development.

## Development Details

The proposed development comprises the construction of a [Garage Extension, 3 Harold St, Coles Bay, TAS 7215](#). The Existing dwelling on site is used occasionally by family for holiday accommodation for up to 2 weeks at a time. The owners wish to extend & upgrade the existing garage to include bathroom & kitchen. The existing garage is currently used on occasion for overflow visitor accommodation. The area will be excavated approximately 300mm to ensure the floor level is above finished ground level & the extension will be constructed of the same materials as the existing garage.

Area Schedule (Gross Building)		
Name	Area	Area (Squares)
Existing Dwelling (Footprint)	88.20 m <sup>2</sup>	9.48
Existing Garage	32.72 m <sup>2</sup>	3.52
New Deck	11.27 m <sup>2</sup>	1.21
New Extension	25.98 m <sup>2</sup>	2.79
	158.18 m <sup>2</sup>	17.01

Site areas	
Name	Area
Site	668.50 m <sup>2</sup>
	668.50 m <sup>2</sup>

Use Class: Residential

## Applicable Planning Standards & Codes

The following zone standards and codes of the [Glamorgan Spring Bay Council Interim Planning Scheme 2015](#) are applicable to the proposed development:

### [12.4.2 Setbacks and building envelope](#)

**All Zone standards & codes that are not applicable (N/A) or are compliant with the acceptable solutions have not been listed.**



## Interim Planning Scheme Considerations

### PART D ZONES

#### 12.4.2 Setbacks and building envelope

##### Objective

To control the siting and scale of dwellings to:

- (a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and
- (b) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and
- (c) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.

Performance Criteria	Response
<p>P3</p> <p>The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"><li>(a) not cause unreasonable loss of amenity by:<ul style="list-style-type: none"><li>i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or</li><li>ii) overshadowing the private open space of a dwelling on an adjoining lot; or</li><li>iii) overshadowing of an adjoining vacant lot; or</li><li>iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and</li></ul></li><li>(b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.</li></ul>	<p>P3 The proposed extension is not contained within the building envelope (refer to diagrams 12.4.2A, 12.4.2B, 12.4.2C and 12.4.2D) The rear setback is 2050.</p> <p>a) the siting &amp; scale of the dwelling does not cause unreasonable loss of amenity by:</p> <ul style="list-style-type: none"><li>i) reduction in sunlight to habitable rooms of the dwelling on the adjoining lot. (refer sun-shade diagrams page 10/10 of the drawing set.</li><li>ii) overshadowing the private open space of the dwelling on the adjoining lot. (refer sun-shade diagrams page 10/10 of the drawing set.</li><li>iii) N/A</li><li>iv) the visual impact caused by the apparent scale, bulk or proportions of the dwelling when viewed from the adjoining lot are minimal. The bulk, scale &amp; proportions of the dwelling &amp; boundary setbacks are compatible with other dwellings in the neighbourhood.</li></ul> <p>b) the siting &amp; scale of the extension provides separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area. Numbers 2,4,8 &amp; 10 Harold Street all have reduced side &amp; rear setbacks.</p>

## **PART E CODES**

### **E1.0 Bushfire Prone Areas Code**

N/A for planning application

### **E2.0 Potentially Contaminated Land Code**

N/A

### **E3.0 Landslip Code**

N/A

### **E4.0 (code number not used)**

N/A

N/A

### **E5.0 Road & Rail Assets Code**

### **E6.0 Parking & Access Code**

-compliant with acceptable solutions (refer site plan)

### **E7.0 Stormwater Management Code**

COMPLIANT

### **E8.0 Electricity Transmission Inf Protection Code**

N/A

### **E9.0 Attenuation Code**

N/A

### **E10.0 Biodiversity Code**

N/A

### **E11.0 Waterway & Coastal Protection Code**

N/A

### **E12.0 (code number not used)**

N/A

### **E13.0 Historic Heritage Code**

N/A

### **E14.0 Scenic Landscapes Code**

N/A

### **E15.0 Inundation Prone Areas Code**

N/A

### **E16.0 Coastal Erosion Hazard Code**

Page 4 of 5



N/A

**E17.0 Signs Code**

N/A

**E18.0 Wind & Solar Energy Code**

N/A

**E19.0 Telecommunications Code**

N/A



## ONSITE WASTEWATER DESIGN REPORT

Proposed Development – 3 Harold St, Coles Bay, TAS

Prepared on behalf of Adams Building Design

Prepared By:

Risden Knightley BE (Civil), Ass Dip Civil Eng, FIEAust, CC 2539X  
PO Box 128, Prospect 7250  
Mobile: 0400 642469

Email: [mail@rikconsultants.com.au](mailto:mail@rikconsultants.com.au)

## **SITE AND SOIL EVALUATION REPORT**

### **SUMMARY**

An excavation was completed to identify the distribution of, and variation in soil material.

In accordance with AS 1547/2012, for on-site waste water management, the soil on the property is classified as Category 4 by soil profiling.

The report provides recommendations relating to site-specific investigations and detailed design. This study has been completed based on AS 1547/2012 and the calculations required by this standard.

<u>Municipality</u>	Glamorgan-Spring Bay
<u>Location</u>	3 Harold St, Coles Bay, TAS, 7215
<u>Client</u>	Adams Building Design
<u>Address</u>	As Detailed
<u>Telephone Contact</u>	N/A
<u>Site Plan</u>	Detailed by Others
<u>Title Reference</u>	62974/2
<u>Date of inspection</u>	7 August 2018
<u>Water Supply</u>	Town Water

#### **SITE INFORMATION**

Assessment is for the purpose of determining waste water disposal requirements for a proposed residence consisting of 2 bedroom and existing dwelling consisting of 3 bedrooms.

Land use            Low Density Residential

Method of  
Testing            An excavation was completed to identify the distribution  
of, and variation in soil material – by mechanical drill

Waterways            Coles Bay to the Southeast

History            Existing dwelling

Climate            Annual rainfall for the area is approximately 681.4 (Refer  
BOM Site 092053)

### SOIL PROFILE

Test hole was drilled using a mechanical drill.

In accordance with AS 1547/2012, for on-site waste water management, the soil on the property is classified as Category 4. The clay soil has a moderate structure with a drained permeability of 0.09 (m/day) as confirmed by soil profiling.

As the proposed development will be on town water, in accordance with Table H1 calculations have been based on an allowance of 150 litres per person per day.

### Recommended DLR for Trenches

The recommended DLR in consultation with Table L1 of AS 1547/2012 has been assessed as 20 mm/day, with a Soil Category of 4. Based on secondary treatment from an AWTs system to a trench

*Calculation as per AS1547*

### Current Design:

$$L = Q/DLR \times W$$

Where,	L = length of trench in metres	16.875
	Q = Design daily flow rate in L per day	1350 (150*9)
	DLR = Design Loading Rate in mm/day	20
	W = Width in metres	4

**Therefore, L = 16.875 m**

### **SYSTEM OPERATIONAL CONSIDERATIONS**

Installation of an AWTS system requires consideration for ongoing maintenance and care of the system to ensure its longevity. It is essential that manufacturers guidelines are adhered to and maintenance requirements are carried out.

In relation to the system, low sodium/phosphorus products are to be utilised, together with optimisation of washing regimes to limit overloading of water allowance when taking into consideration washing machine and dishwasher usage and personal bathing/hygiene.

A regular inspection is to be carried out by the manufacturer's agent and the inspection report forwarded to Council.

The maintenance of the AWTS is to be carried out as per the manufacturer's guidelines. It is important to note that the area is to be protected from vehicles and livestock.

### **RISK ASSESSMENT**

The following table outlines assessed risks and rankings in relation to the system recommendation.

<b><i>RISK</i></b>	<b><i>ESTIMATED LEVEL</i></b>	<b><i>MITIGATION MEASURES &amp; REASSESSED RISK LEVEL</i></b>
<u>Wastewater System Hydraulic Failure</u>	High	Ensure good depth of topsoil and drip irrigate wastewater into well planted irrigation field. <b>(LOW)</b>
<u>Marginal Soil Conditions/Removal of Vegetation</u>	Medium	Ensure sufficient topsoil depth and plant density. <b>(LOW)</b>
<u>Pipe Blockage</u>	Medium	Provision of system care and maintenance guidelines to homeowner by manufacturer. <b>(LOW)</b>
<u>Wastewater Biological Failure</u>	High	Flow balancing if wastewater treatment unit sensitive to changes in hydraulic load. Selection of wastewater treatment unit appropriate to pattern of use for dwelling. <b>(LOW)</b>
<u>Biological Failure from Chemical Poisoning</u>	High	Education of property owners. Use of low sodium/phosphorous products. <b>(LOW)</b>





<u>Pipe Damage</u>	High	The infiltration area is to be protected by fencing or by other appropriate means. No vehicles or animal compaction. <b>(LOW)</b>
<u>Appropriate Installation</u>	High	Installation by suitably qualified and endorsed AWTS installer. Inspection required to ensure appropriate installation. <b>(LOW)</b>
<u>Erosion</u>	Low	Area is on a slight slope and erosion unlikely. <b>(LOW)</b>
<u>Siltation and Sedimentation</u>	Low	The waterway is 167m from the infiltration area. Necessary to maintain grass cover. <b>(LOW)</b>
<u>Impact of Reserve Provisions</u>	Low	There is sufficient area on site for reserve, if required. Detailed on wastewater plan. <b>(LOW)</b>

#### **SYSTEM RECOMMENDATION(S)**

On this basis, it is recommended that primary treatment be through a new Envirocycle (Tas) 10ANR AWTS system, followed by 2 trenches each being 4 meters wide, 450 deep and 8.44 meters long.

Disposal area to be a primary area of 125m<sup>2</sup>. There is sufficient area on site for reserve. Cut-off drains to be installed up-slope of trench if required. Refer to attached cross section plan for construction details.

### **LIMITATIONS**

Site and soil evaluation according to AS 1547/2012. Land application system design and sizing according to water budgeting in AS 1547/2012.

Valid for site and soil conditions as inspection or as prescribed in landscaping plans. Valid for the loading rate assigned from present fixtures in the dwelling or based upon the information supplied by or on behalf of the owners being true and correct. The system designed will in the future require additional maintenance to keep it operational.

Signed and Dated:



13 November 2018

### **ATTACHMENTS**

Profile Log  
Plan – Test Pit Location  
Wastewater Plan & Cross Section Detail  
Form 35  
Loading Certificate  
Envirocycle 10ANR Certificate of Accreditation



### AS1547/2012 – Loading Certificate

This loading certificate sets out the design criteria and the limitations associated with use of the system, being septic tank and trenches.

**Site Address:** 3 Harold St, Coles Bay, TAS, 7215  
(CT 62974/2)

**System Capacity:** 9 persons @ 150L/person/day

**Summary of Design Criteria**

**DLR:** 20mm/day

**Trench area:** 125m<sup>2</sup>

**Reserve area location/use:** Assigned

**Water saving features fitted:** Standard fixtures

**Allowable variation from design flows:** 1 event @ 200% daily loading per quarter

**Typical loading change consequences:** Expected to be minimal due to use of trenches and large land area.

**Overloading consequences:** Continued overloading may cause hydraulic failure of the area and require upgrading/extension of the area. Risk considered acceptable due to yearly emptying of tank.

**Underloading consequences:** Lower than expected flows will have minimal consequences on system operation unless the house has long periods of non-occupation. Under such circumstances additional maintenance of the system may be required. Risk considered acceptable due to permanent occupancy.

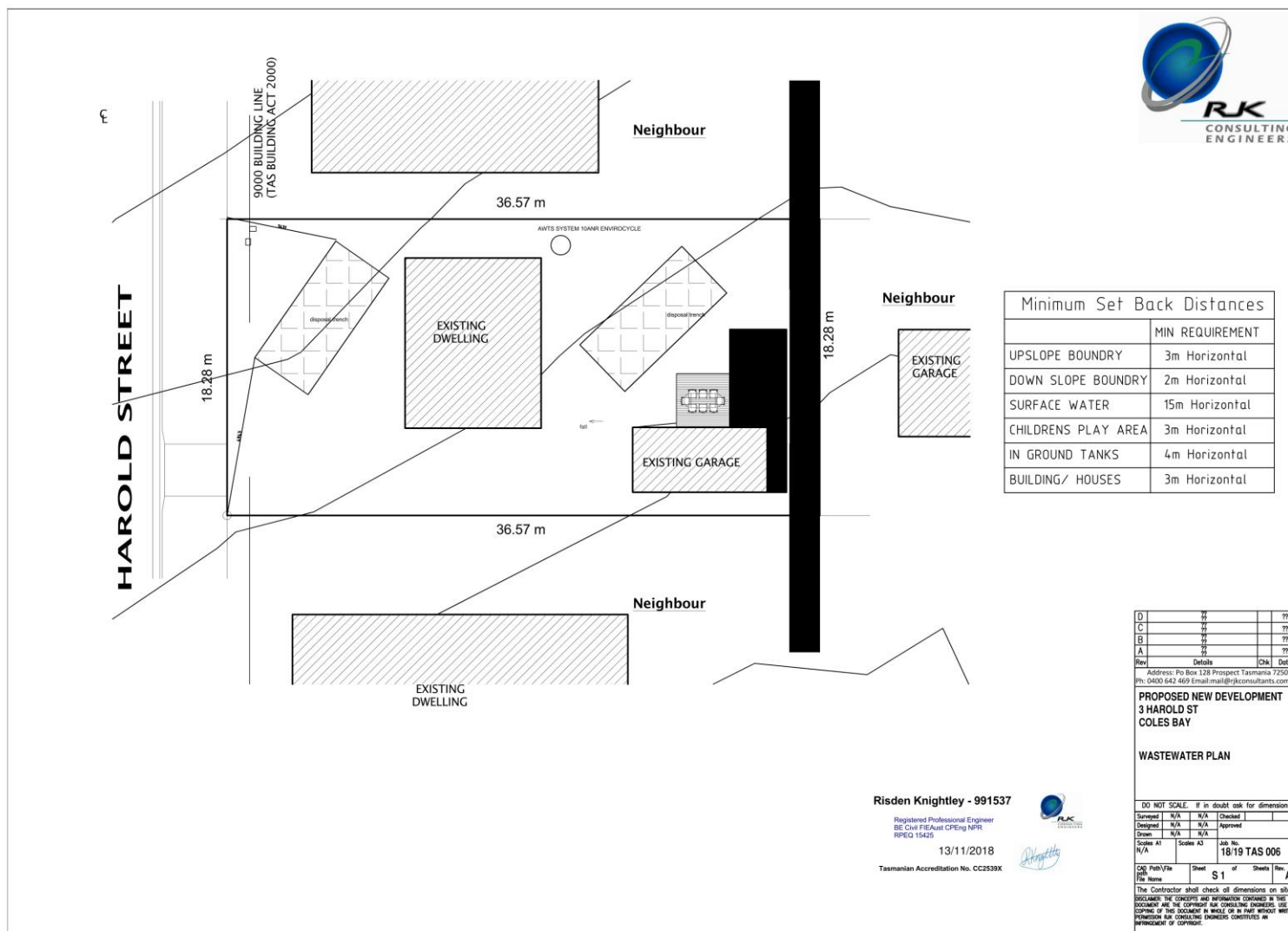
**Lack of maintenance/monitoring consequences:** Issues of underloading/overloading and condition of the bed area require monitoring and maintenance, if not completed system failure may result in unacceptable health and environmental risks. Monitoring and regulation by the permit authority required to ensure compliance.

**Other considerations:** Owners/occupiers must be made aware of the operational requirements and limitations of the system by the installer.

Prepared By:

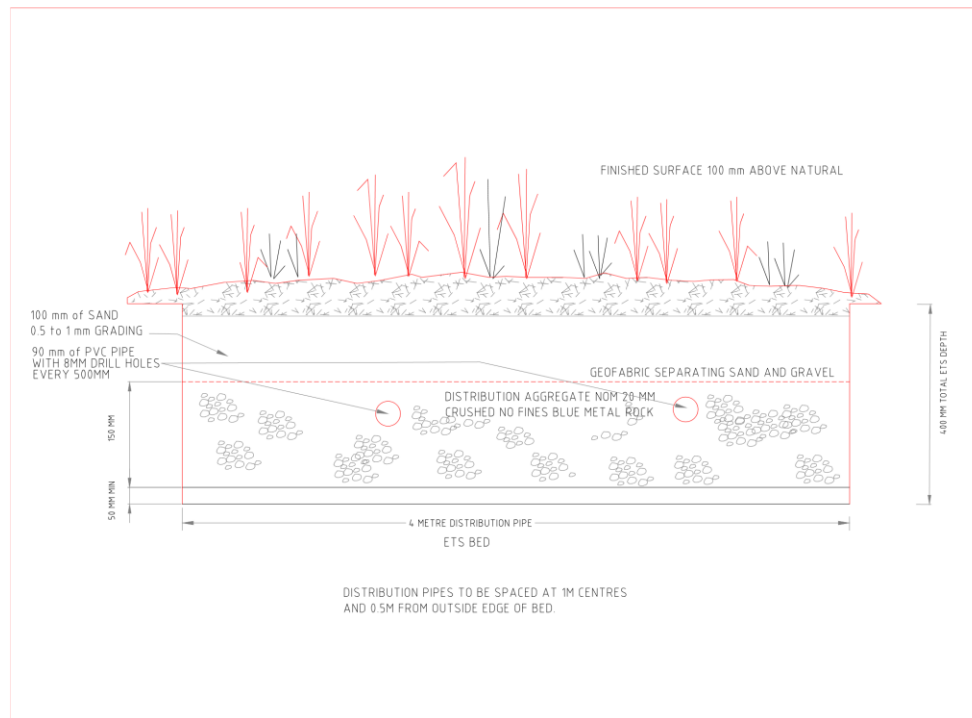
Ridsen Knightley BE (Civil), Ass Dip Civil Eng, FIEAust, CC 2539X  
PO Box 128, Prospect 7250  
Mobile: 0400 642469 Fax: 6343 1668

Email: [rikmail@netspace.net.au](mailto:rikmail@netspace.net.au)





## CROSS SECTION DETAIL



Risden Knightley - 991537

Registered Professional Engineer  
BE Civil FIEAust CPEng NPR  
RPEQ 15425

13/11/2018

Tasmanian Accreditation No. CC2539X



*Risden Knightley*

### NOTES:

INSTALLATION TO AS/NZS 1547 (OR EQUIVALENT NATIONAL STANDARD)

DESIGN ACCORDING TO SPECIFIC SOIL TYPE AND HOUSE FIXTURE  
LOADINGS REFER RJK REPORT

INSTALLATION BY A REGISTERED PLUMBER OR LICENSED INSTALLERS.

PROVIDE UPHILL CUT-OFF DRAINS WHERE REQUIRED

A SOLIDS/SILT FILTER TO BE INCORPORATED AS PART OF NEW TANK

AS DESIGN REQUIRES MULTIPLE BEDS, PROVIDE EVEN DISTRIBUTION  
USING A SPLITTER BOX

PIPEWORK IN 90MM STORMWATER OR 110 SWV WITH 8MM HOLES  
DRILLED AT 500MM CENTRES

PIPEWORK LAID AT 0% FALL

MAXIMUM PIPE RUN LENGTH SHALL BE 20 METRES

MAXIMUM BED WIDTH SHALL NOT EXCEED 4 METRES

WHERE BED CONFIGURATION USES BENDS THESE ARE TO BE LARGE  
DIAMETER 90° SWEEP BENDS

INSPECTIONS OPENING TO BE PROVIDED AT BENDS AND AT THE END OF  
PIPE RUN

RJK CONSULTING ENGINEERS - PO BOX 128 PROSPECT, 7250

## RJK Consulting Engineers

ABN 71162701528  
PO Box 128 PROSPECT TAS 7250  
Phone 0400 642 469

## SOIL PROFILE LOG

<b>CLIENT:</b> Adams Building Design	<b>HOLE NO.:</b> 1
<b>PROJECT:</b> 18/19 TAS 006	<b>DATE LOGGED:</b> 7 August 2018
<b>LOCATION:</b> 3 Harold St, Coles Bay, TAS, 7215	
<b>METHOD:</b> Mechanical Drill	

Depth (m)	Sample	Test	Graphic Log	Moisture	Consistency	Symbol		Comments
0.1-				M	L	SM	<u>Silty SAND</u> ; Friable, grey/black	Topsoil
0.3-				M	MD	SC	<u>Clayey SAND</u> ; Brown, traces of clay. low plasticity	
0.4-				M	F	OL	<u>CLAY</u> ; Brown with red mottling, with some sand	Tree roots / organic matter
0.6-				M	St	OH	<u>CLAY</u> ; Brown, with some sand, med plasticity	
0.9-				M	St/F	CL	<u>Sandy CLAY</u> ; Light brown with grey mottling, some gravel, med plasticity	Quartz gravels
1.1-							Hole terminated at 1.1m due to refusal on rock/boulder	
1.3m								
2.0-								
2.5-								

Sample:	Moisture:	Consistency Cohesive:	Consistency Noncohesive:	Density:	Soils:
U50 - 50mm tube	D - dry	VS - very soft	VL - very loose	VL - very loose	G - gravel
H - hand	SM - slightly moist	S - soft L - loose L - loose	L - loose	MD - medium dense	C - clay
Test:	M - moist	F - firm	MD - medium dense	D - dense	S - sand
V - shear vane	VM - very moist	St - stiff	D - dense	VD - very dense	M - silt
HP - Hand penetrometer	S - saturated	VSt - very stiff	VD - very dense		XW, DW, SW, FR, (ROCK)
UCS	W - free water	H - hard			





Test Pit Location  
3 Harold St, Coles Bay, TAS, 7215





# Certificate of Accreditation

## On-Site Waste Water Management System

This Certificate of Accreditation is hereby issued by the Minister for Building and Construction pursuant to Section 18 of the *Building Act 2016* and the Plumbing Code of Australia, as applicable.

System: **Envirocycle (TAS) I0ANR**

Manufacturer/  
Supplier: Professional Plumbing Pty Ltd  
ACN 009 580 705

Of: 91 Lampton Avenue, Derwent Park TAS 7009

This is to certify that the **Envirocycle (TAS) I0ANR** Aerated Wastewater Treatment System (the system), as described in Schedule 1, has been accredited for use as an onsite waste water management system in single dwellings (within plumbing installations in Tasmania). This accreditation is subject to the conditions and permitted uses specified in Schedule 2, and the Plumbing Code of Australia, as applicable.



**Dale Edward Webster**  
**Director of Building Control**  
Delegate of the Minister for Building and Construction

Date of Issue: 7 June 2017

Certificate Number: DOC/17/44413

**This Certificate of Accreditation is in force until 7 June 2022**

**Schedule I: Specification****Envirocycle (Tas) 10ANR Aerated Wastewater Treatment System****General Description**

The Envirocycle (Tas) 10ANR ('the system') collects and treats domestic wastewater.

For treatment system schematic drawings and flow path, refer to Appendix A.

For Engineering drawings refer to Appendix B.

For treatment system components list, including concrete tank specifications, refer to Appendix C

**System Components**

The system consists of one 6388L vertical-axis pre-cast reinforced concrete cylinder containing:

- A 1478L primary sedimentation anaerobic chamber;
- A 1698L anerobic filtration chamber;
- A 2065L contact aeration chamber
- A timer-controlled Air Blower which operates at 80 L/minute when timed on;
- A 407L secondary sedimentation chamber;
- A 336L pump-out/disinfection chamber housing a chlorine dispenser and a submersible irrigation pump;
- High level float switches;
- A sludge return system in the secondary sedimentation chamber constructed of UPVC pipe and operated by the Air Blower;
- A Control module and programmable logic controller (PLC) air blower timer; and
- An audio-visual alarm system.

Certification to AS/NZS 1546.3 for systems manufactured at **91 Lampton Ave, Derwent Park, Tasmania** has been given by **Geo Environmental Solutions (Hobart)**. The system is designed to treat a maximum Hydraulic Load of 2500 Litres of domestic wastewater per day from residential premises. The Raw Influent used in the testing of the system met the requirements of AS/NZS 1546.3:2008 Appendix A4.1.

**Energy consumption**

The estimated Electricity Usage is based on a 4 person household with average wastewater flows and loads.

Electrical Equipment	Watts	Daily operation (hours) specified by manufacturer	kWh/year	Estimated Annual Cost @ ~\$0.25/kWh
Air Blower - Zenox	60	18	394	\$99
* Irrigation pump -Zenox ZHS040	400	1.5	219	\$55
Controller & remote alarm - Matelec	2.4	24	21	\$5

**\* Note:**

The irrigation pump hours of operation may vary depending on influent flow volume. Also, a pump with different specifications to the Zenox ZHS040 may have to be installed where the head and flow performance is not adequate for the site conditions. Therefore, this will result in an adjustment to the estimated annual energy costs.

### Description of Treatment Processes

Wastewater enters the primary (anaerobic septic) chamber where the bulk of the organic and inorganic solids are retained, by either settling to the bottom of the chamber or floating to the surface. The clarified sewage flows into a second anaerobic settling (filtration) chamber before passing into the aeration chamber. Organic material in the wastewater is consumed by anaerobic microbes in the first two chambers and by aerobic microbes in the aeration chamber (see Figure 1 and Appendix A).

The 80 litre per minute air blower forces air through micro diffusers located in the aeration chamber. This supplies oxygen to aerobic microbes in the biomass suspended within the water column and attached to the fixed media.

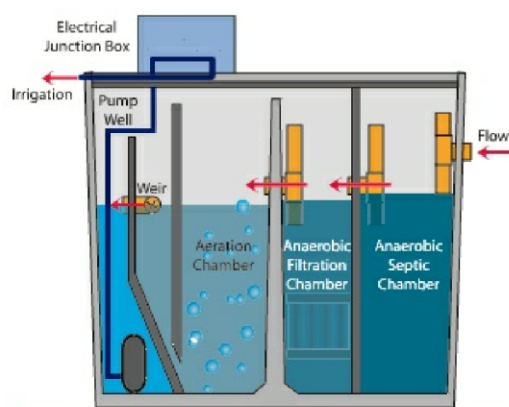


Figure 1 General View

The Blower is pre-set to operate on a pre-determined on/off cycle throughout a 24 hour period in order to provide aeration which matches the design organic loading and achieves the design nitrogen/nutrient reduction.

The biologically treated water flows from the aeration chamber into the clarification/sedimentation chamber to allow settling of suspended particles to occur. A sludge return pipe located in the clarification/sedimentation chamber transfers accumulated settled sludge back to the primary chamber for further treatment.

The clarified effluent is then disinfected as it flows over chlorine tablets into the effluent storage chamber (pump-well). A float switch attached to the pump controls it to periodically discharge the effluent to the irrigation field. A high-level alarm located in the pump well detects high water levels.

Emergency storage capacity of not less than 1000 litres without cross contamination in accordance with clause 2.4.8 of AS/NZS 1546.3:2008 is provided within the primary treatment chambers of the system.

The primary tank is de-sludged every five years or less as deemed necessary by the service contractor.

The system is fitted with a control panel containing a programmable logic controller (PLC).

The system is designed to treat all household wastewater from the kitchen, bathroom, toilet and laundry.



### Hydraulic and organic loading and effluent quality

#### Influent

Design flow, as specified by the manufacturer,

- Daily flow (maximum hydraulic load) 250 litres per person, IOEP = 2500 litres

Organic loading, as specified by the manufacturer,

- Daily BOD<sub>5</sub> 70 grams per person, IOEP = 700 grams per day
- Daily TSS 70 grams per person, IOEP = 700 grams per day
- Daily Nitrogen 15 grams per person IOEP = 150 grams per day
- Daily Phosphorus 2.5 grams per person, IOEP = 25 grams per day

#### Effluent

The effluent test results for 90% of samples tested showed:

- BOD<sub>5</sub> less than or equal to 20.0 mg/L
- TSS less than or equal to 30.0 mg/L
- E. coli less than or equal to 10cfu/100mL
- Total nitrogen concentrations less than or equal to 50 mg/L
- Total phosphorous concentrations less than or equal to 5 mg/L

### 3.2 Mediation – Refusal of planning application for two visitor accommodation units at 29 Oyster Bay Court, Swanwick

#### A. BACKGROUND

At its November 2018 meeting, Council refused the application for multiple dwellings for the following reasons:

#### REASONS FOR REFUSAL

- Under planning Directive no 6, an acceptable solution is a gross floor area of 200m<sup>2</sup>. This development requires a gross floor area in excess of 369m<sup>2</sup>
- Re: Development standards E.24.7.1 A1, both proposed units are over the maximum 5m building height (5.2 and 6.5m)
- Unit 2 is outside the building envelope and so fails to comply with clause 12.4.1 and 12.4.2A 3(a) (iii)
- The building setback from the Crown Land boundary must be no less than 15m. This development has a 10m setback to the upperdeck and an 8.8m setback to the lower deck.
- And further fails to meet performance criteria 8.12.2d retaining the primary residential function of an area.

The applicant has appealed the refusal.

The applicant has prepared amended drawings. The other parties to the appeal have resolved the appeal through a consent agreement that would result in an approval of these amended drawings.

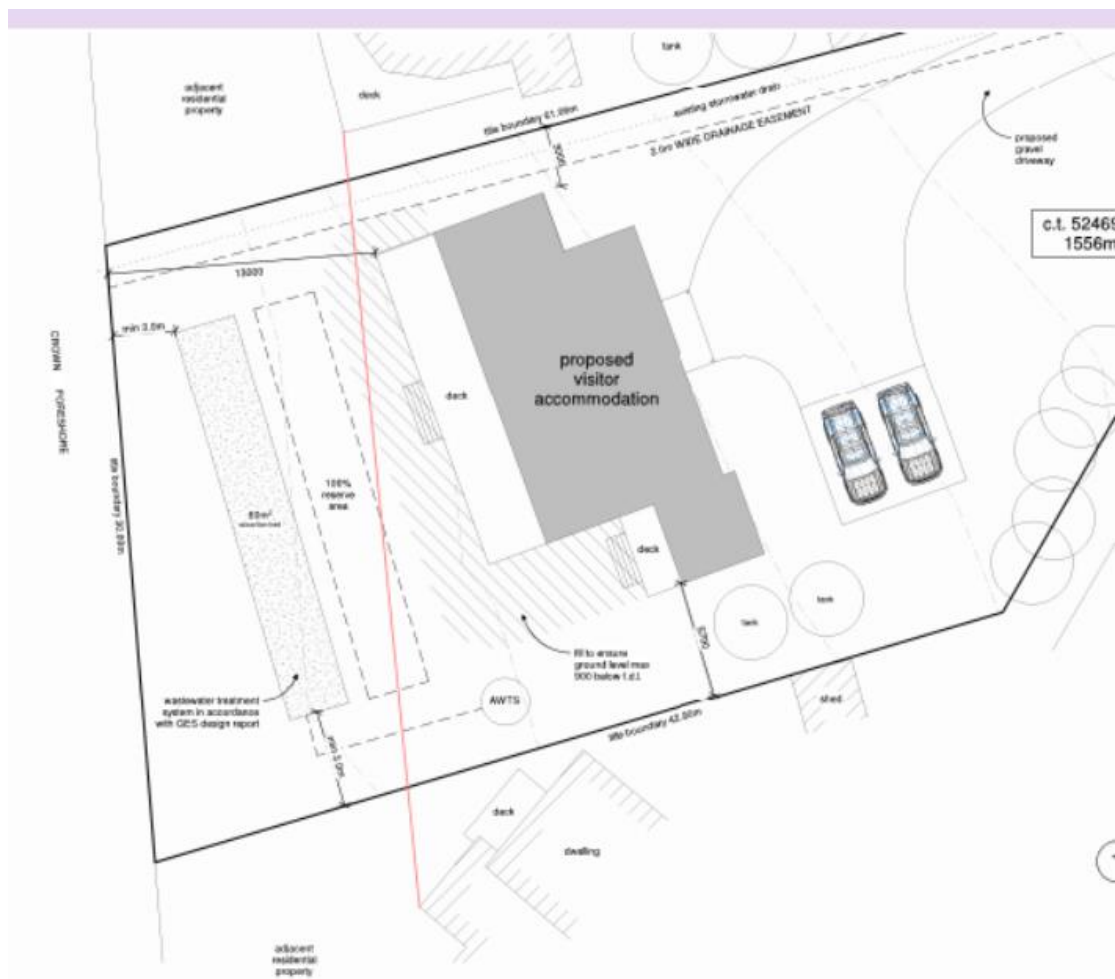
#### B. AMENDED DRAWINGS

The amended drawings now propose one visitor accommodation unit, rather than two. The proposed unit is located towards the rear of the lot as viewed from the street. On the original drawings one of the two units were located in a similar position, however on the amended drawings the setback from the foreshore has been increased to 13m.

The planning scheme has a 15m setback to the foreshore boundary.

The dwelling proper is setback more than 15m from this foreshore boundary. A low level deck and screen wall (refer north elevation) are the only elements of the amended drawings that are within the 15m setback.

The 13m setback is considered appropriate. If you draw a line from the closest point of the two adjoining dwellings the proposed dwelling sits behind this as shown below:



The other amendment is the relocation of the driveway from one side of the lot to the other. The applicant requests that the driveway be of a gravel surface rather than sealed as was recommended by officers for the original two unit application.

### C. MEDIATION

Council must agree to the resolution of the appeal by a consent agreement. If it does not the appeal must be determined by a contested hearing.

As all other parties are in support of the consent agreement, Council's support is recommended.

Various conditions were recommended by officers for the original two-unit version. Those relating to car parking and access are considered to be no longer relevant to a single building use and any consent agreement would include standard conditions relating to a gravel surface rather than to a sealed surface.

A onsite mediation was scheduled to occur on 16 January 2019 but was cancelled on 15 January 2019 due to the acceptance of the amended plans by the other parties. Detailed discussions on the permit conditions for the consent agreement have not taken place in the short time between the cancellation of the mediation and preparing this report. A draft set of conditions is included in the recommendation.

### D. OPTIONS

There are two options available at this time.



1. Council confirms its refusal.
2. Council consents to a permit being issued for the amended plans.

Option 1 is not recommended. The other parties wish to resolve the matter by consent. Option 1 would require the appeal to be resolved at a contested hearing which will cost the Council though legal and expert planner fees. Such costs appear unnecessary. Option 2 is recommended.

## **E. RECOMMENDATION**

That pursuant to Section 17 of the Resource Management and Planning Appeal Tribunal Act 1993 Council agrees to a consent memorandum being endorsed by Council staff that has the effect of approving DA 2018/233 subject to the amended drawings for a single visitor accommodation unit only as shown in plans attached to this report and subject to conditions that are generally consistent with the following.

1. Use and development must be substantially in accordance with the endorsed plans and documents unless modified by a condition of this permit.

*Advice: Any changes may either be deemed as substantially in accordance with the permit or may first require a formal amendment to this permit or a new permit to be issued.*

2. The proposal is to be modified as follows:

- (a) The northern end of the car parking spaces is to be modified to incorporate screening to a height of 1.7m to protect the neighbouring property from car headlights.

3. The building may only be used for visitor accommodation.

*Advice: Any other use (eg residential) would require further planning approval.*

4. The maximum occupancy at any one time for visitor accommodation use shall not exceed 2 persons per bedroom.
5. This maximum occupancy must be made clear on all advertising and through signage provided in a clearly visible internal or external location near the front entrance to the building.
6. Security lighting must be baffled to ensure no flooding of adjoining properties occurs.
7. Signage is to be limited to a maximum of one sign no greater than 0.2m<sup>2</sup> in size and located within the property boundary. No additional signs are to be displayed without separate approval.
8. Landscaping through a combination of trees, shrubs and lawn, must:
  - (a) be provided and maintained on the land to improve the appearance of areas used for car parking and vehicular access and provide a vegetated buffer along the western boundary to protect the amenity of adjoining land; and

## **Services**

9. The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

*Advice: The developer may submit photographs showing the existing condition of roads, footpaths, kerb and gutter and similar in the nearby area as evidence of the existing conditions prior to any works occurring.*

### **Parking and Access**

10. Prior to the commencement of use, at least two (2) car parking spaces must be provided on-site and must be available for car parking at all times.

The siting of car parking spaces must generally accord with the endorsed plans.

11. The internal driveway and areas set-aside for vehicle turning must have a minimum width of 3.0m, with 0.3m clearance to any fixed object greater than 150mm in height, or to a greater standard as otherwise determined by a building surveyor if within a bushfire prone area.
12. To the satisfaction of Council's General Manager, the internal driveway and areas set-aside for vehicle parking and associated access and turning must be provided in accordance with *Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney* and must include all of the following:
- (a) be constructed with a durable all weather pavement;
  - (b) have a sealed surface of either concrete, asphalt, two-coat spray seal, pavers or similar; or / Have a gravel surface that is designed, constructed and maintained to avoid dust or mud generation, erosion or sediment transfer on or off site;
  - (c) drained to an approved stormwater system; and
  - (d) be fully complete prior to the commencement of use to the satisfaction of Council's General Manager.
13. To the satisfaction of Council's General Manager, surface water runoff from the internal driveways and areas set-aside for vehicle parking and turning must be controlled and drained to avoid unreasonable impact to adjoining land.

*Advice: The design of drainage associated with driveways, parking areas and buildings is regulated under the Building Act 2016 and may require a Certificate of Likely Compliance or Plumbing Permit under the Building Act 2000.*

14. Car parking spaces, vehicular access and vehicular turning areas, including line marking, signage and drainage, and access to all such areas, must be constructed and maintained to the satisfaction of Council's General Manager.
15. Prior to the commencement of the use approved by this permit, the existing vehicular access from the road seal to the lot boundary must be upgraded to have:
- (a) a sealed surface of concrete, asphalt, or similar; and
  - (b) the gradient and construction must be in accordance with standard drawing TSD-R09-v1.

*Advice: standard drawings are available at <http://www.lgat.tas.gov.au/page.aspx?u=658>*

### **Stormwater**

16. Stormwater drainage must be connected to Council's piped stormwater system to the satisfaction of Council's Municipal Engineer and in accordance with a Plumbing Permit issued by the Permit Authority in accordance with the *Building Act 2016*.
17. The existing stormwater manhole located in the driveway at the road frontage is to be provided with a trafficable cover at the developer's cost. Works are to be undertaken in accordance with Council standards.

18. Unless approved otherwise by Council's General Manager, the proposed water tanks are to be located clear of the existing drainage easement.

### **Soil and Water Management**

19. The developer must implement a soil and water management plan (SWMP) to ensure that soil and sediment does not leave the site during the construction process and must provide a copy of the SWMP to Council's General Manager prior to the commencement of works.
20. No top soil is to be removed from the site.

### **Construction**

21. Through the construction process to the satisfaction of Council's General Manager and unless otherwise noted on the endorsed plans or approved in writing by Council's General Manager, the developer must:
  - (a) ensure soil, building waste and debris does not leave the site other than in an orderly fashion and to be disposed of at an approved facility;
  - (b) not burn debris or waste on site;
  - (c) promptly pay the costs associated with any alteration, extension, reinstatement, repair or cleaning of Council's Infrastructure, public land or private property; and
  - (d) ensure public land, footpaths and roads are not unreasonably obstructed by vehicles, machinery or materials or used for storage.

### **Builders Waste**

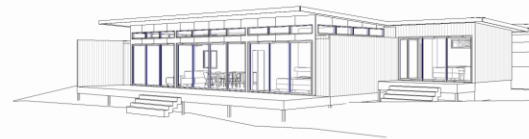
22. The developer must provide a commercial skip (or similar) for the storage of builders waste on site and arrange for the removal and disposal of the waste to an approved landfill site by private contract.

*Advice: Builders waste, other than of a quantity and size able to be enclosed within a standard 140 Litre mobile garbage bin, will not be accepted at Council's Waste Management Centres. All asbestos based waste must be disposed of in accordance with the Code of Practice for the Safe Removal of Asbestos NOHSC: 2002(1988). No material containing asbestos may be dumped at Council's Waste Management Centres.*



## proposed visitor accommodation

matt + lauren youd  
29 oyster bay court coles bay tasmania 7215



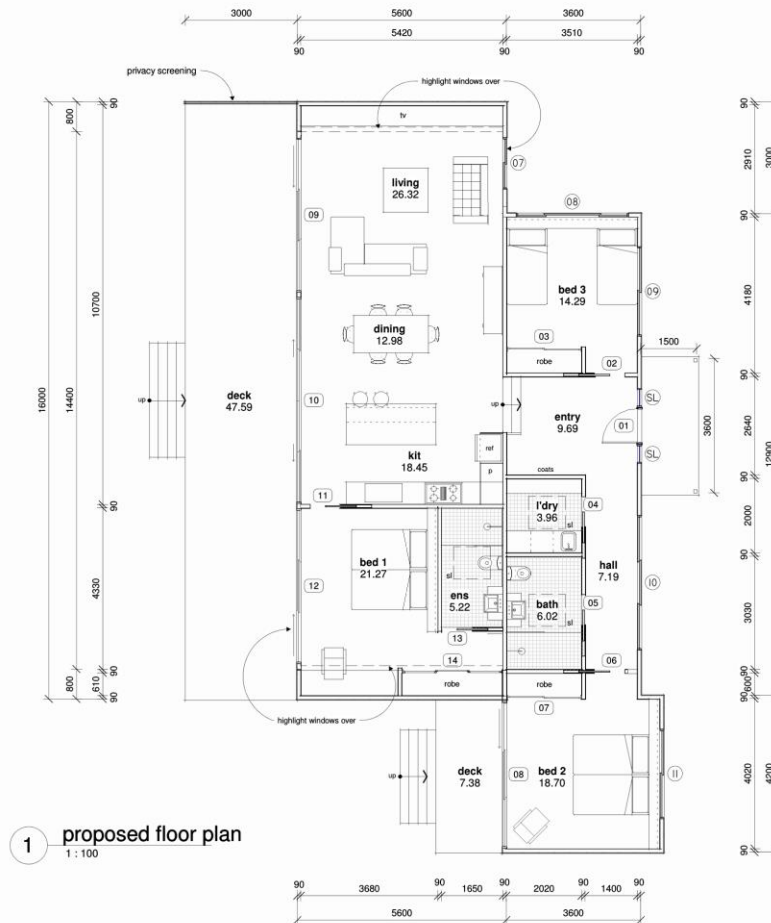
### Building Areas

dwelling floor area	153.93
deck 1	48.76
deck 2	7.65
	210.34



www.jenniferbinnsdesign.com.au  
(03) 6376 2588 : 0439 765 452 : jenniferbinns@bigpond.com  
suite 8 level 1 avery house, 48 cecilia street, st helens 7216

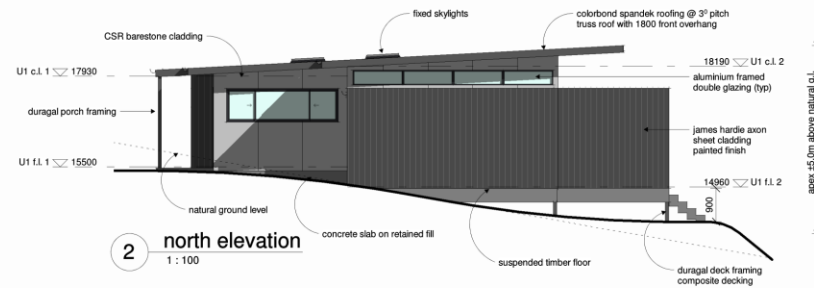




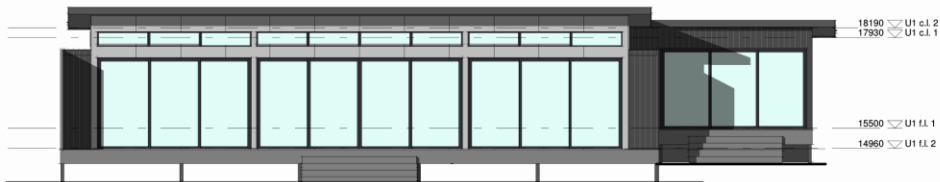
7	revised planning	04.01.19
6	planning	14.08.18
REV:	DESCRIPTION:	DATE:
PROJECT:		
proposed units		
FOR:		
m + l youd		
29 oyster bay court		
coles bay tasmania 7215		
DRAWING TITLE:		
proposed floor plan		
DRAWING NO:	DRAWN BY: JB	
a05	DATE: 14.01.19	
SCALE: 1 : 100	PROJECT: 0218YO	
		
www.jenniferbinnsdesign.com.au		
(03) 6376 2588 - (04) 39 765 452 - jenniferbinns@bigpond.com		
suite 8 level 1 avery house, 48 cecilia street, st helens 7216		
 BUILDING DESIGNERS AUSTRALIA		
ACCREDITATION NO: CC 12696		



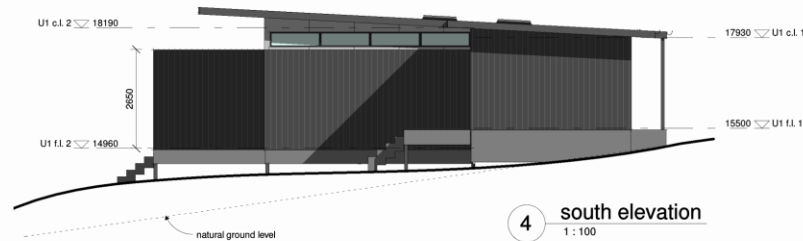
1 east elevation  
1 : 100





2 north elevation  
1 : 100



3 west elevation  
1 : 100



4 south elevation  
1 : 100



7	revised planning	04.01.19
6	planning	14.08.18
REV:	DESCRIPTION:	DATE:
PROJECT:		
proposed units		
FOR:		
m + l youd		
29 oyster bay court		
coles bay tasmania 7215		
DRAWING TITLE:		
elevations		
DRAWING NO:	DRAWN BY: JB	
a06	DATE: 14.01.19	
SCALE: 1 : 100	PROJECT: 0218YO	
		
www.jenniferbinnsdesign.com.au		
(03) 6376 2588 - (04) 39 765 452 - jenniferbinns@bigpond.com		
suite 8 level 1 avery house, 48 Cecilia Street, St Helens 7216		
 BUILDING DESIGNERS AUSTRALIA		
ACCREDITATION NO: CC 12696		





Window Schedule						
No.	Location	Height	Width	Style	Frame	Glazing
01	living	400	1380	fixed	aluminium	double clear
02	living	400	5360	fixed	aluminium	double clear
03	living	400	4060	fixed	aluminium	double clear
04	living	400	5440	fixed	aluminium	double clear
05	bed 1	400	4060	fixed	aluminium	double clear
06	bed 1	400	5360	fixed	aluminium	double clear
07	living	1200	1380	sliding	aluminium	double clear
08	bed 3	900	3010	sliding	aluminium	double clear
09	bed 3	500	2400	sliding	aluminium	double obscure
10	hall	500	3600	sliding	aluminium	double obscure
11	bed 2	500	2400	sliding	aluminium	double obscure
RW	roof	870	870	fixed skylight	aluminium	double clear
SL	entry sidelight	2100	500	fixed	aluminium	double clear

Door Schedule						
No.	Location	Height	Width	Style	Frame	Glazing
01	entry	2040	920	selected entry	aluminium	-
02	bed 3	2040	820	internal cavity slider	timber	-
03	bed 3	2400	2000	2 panel sliding robe	aluminium	-
04	l'dry	2040	820	internal cavity slider	timber	-
05	bath	2040	820	internal cavity slider	timber	-
06	bed 2	2040	820	internal cavity slider	timber	-
07	bed 2	2400	2000	2 panel sliding robe	aluminium	-
08	bed 2	2100	3840	3 panel glazed sliding	aluminium	double clear
09	living	2400	4060	3 panel glazed sliding	aluminium	double clear
10	living	2400	5440	4 panel glazed sliding	aluminium	double clear
11	bed 1	2040	820	internal cavity slider	timber	-
12	bed 1	2400	4060	3 panel glazed sliding	aluminium	double clear
13	bed 1	2040	820	internal cavity slider	timber	-
14	bed 1	2400	2700	3 panel sliding robe	timber	-

7	revised planning	04.01.19
6	planning	14.08.18
REV:	DESCRIPTION:	DATE:
PROJECT:		
proposed units		
FOR:		
m + l youd		
29 oyster bay court		
coles bay tasmania 7215		
DRAWING TITLE:		
schedules		
DRAWING NO:	DRAWN BY: JB	
a07	DATE: 14.01.19	
SCALE:	PROJECT: 0218YO	
 <small>www.jenniferbinnsdesign.com.au</small> <small>(03) 6376 2588 - (04) 39 765 452 - jenniferbinns@bigpond.com</small> <small>suite 8 level 1 avery house, 48 cecilia street, st helens 7216</small>		
 <small>BUILDING DESIGNERS AUSTRALIA</small>		
ACCREDITATION NO: CC 12696		

### 3.3 Zoning of part of Harveys Farm Road, Bicheno

#### A. Purpose

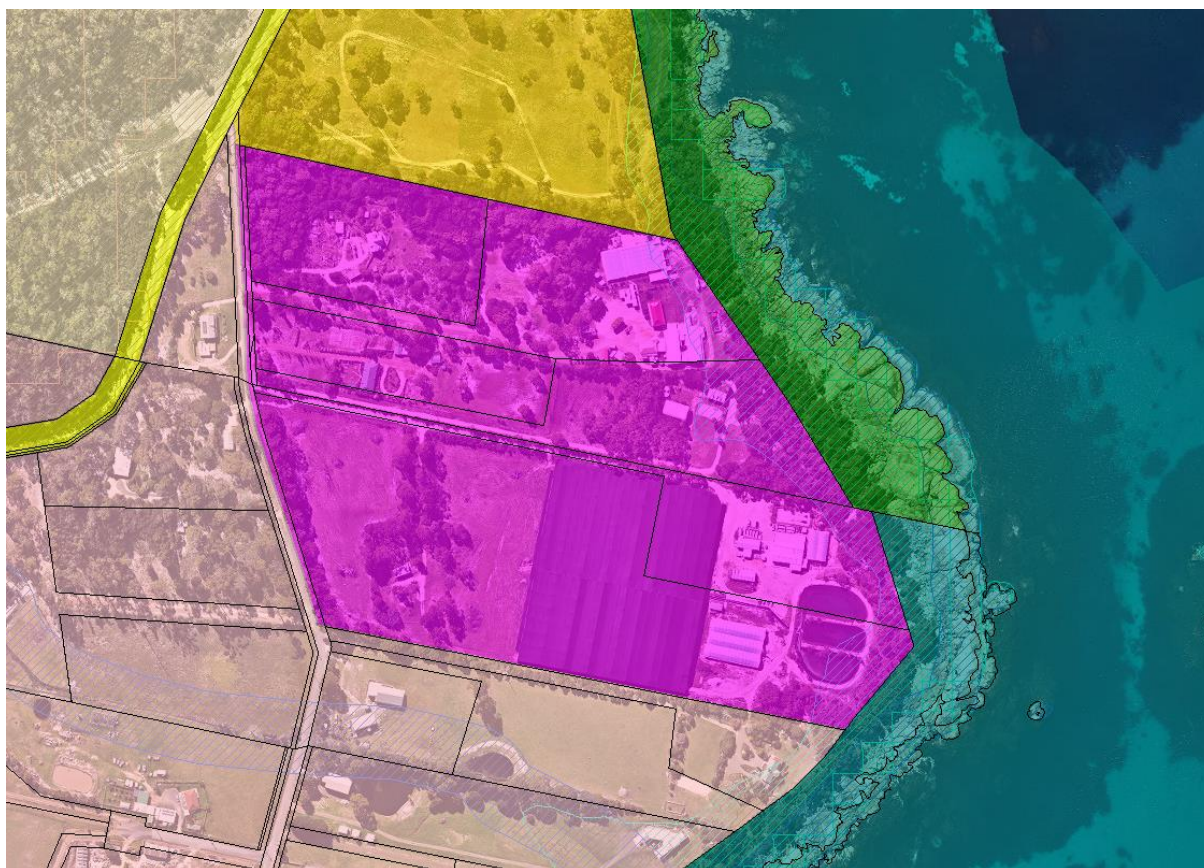
The report discusses a potential zoning anomaly along Harveys Farm Road, Bicheno and potential need to rezone the land.

#### B. Report

Six lots with the addresses 11, 17, 17A, 19 & 23 Harveys Farm Road are currently within the Light Industrial Zone of the Glamorgan Spring Bay Interim Planning Scheme 2015.

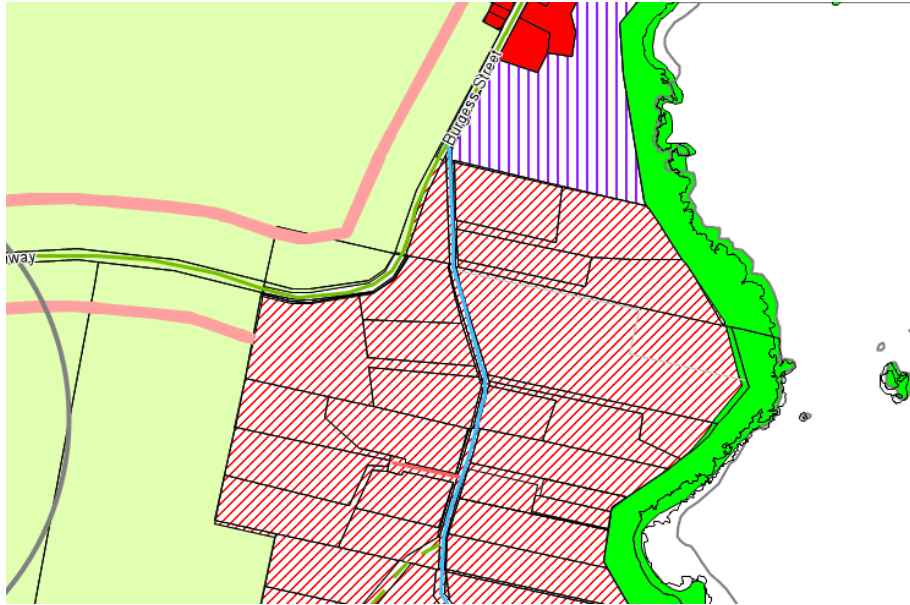
Residential use is established on 11, 17A and 19 Harveys Farm Road and aquaculture uses are established on 17 and 23 Harveys Farm Road.

The Light Industrial Zone borders a future urban zone to the north, Rural Living Zone to the south and west and Open Space Zone / Environmental Management Zone to the foreshore, as shown in Figure 1. This Light Industrial Zone is within 750m of a larger area of Light Industrial Zone that includes the waste transfer station.



**Figure 1. Current Zoning. Light Industrial is Purple.**

Under the Glamorgan Spring Bay Planning Scheme 1994 all these properties were within the Rural Residential Zone, as shown in Figure 2.



**Figure 2. Former Zoning. Rural Residential is red hatching.**

Clearly, a significant change in zoning occurred in the approval of the current interim planning scheme. Within the Light Industrial Zone, Single Dwelling uses and Resource Development (ie Aquaculture) are both prohibited uses. All uses therefore occurring in the Light Industrial Zone are currently prohibited. Under the 1994 planning scheme, Single Dwelling use was permitted and Aquaculture prohibited.

Documentation in support of or to clarify the strategic change in zoning had not been found.

The prohibition of all existing uses occurring on the land is not considered a fair or reasonable. A zoning change is considered necessary and potential take the form of:

- A change to Rural Living Zone, which provides No Permit Required status to Single Dwelling use and Discretionary Status to Aquaculture.
- A change to Rural Resource Zone which provides a permitted status to Aquaculture and a discretionary status to Single Dwelling.
- A Specific Area Plan to cater for the existing range of use similar to the Spring Bay Industrial Specific Area Plan or Particular Purpose Zone.

There is potential land use conflict between the existing uses. There are mixed views on the effect on residential amenity from Aquaculture operations occurring on 23 Harveys Farm Road. Some nearby residence have no concern from noise or odours whilst others have concerns with noise, traffic, odour and water quality. Over recent months Council's EHO has worked with the operators to refine their water sampling and monitoring regime and the result of which has identified no issues.

A Rural Living Zone would prioritise residential use over aquaculture use. Use Standard address issues such as operational hours, traffic and lighting for non-residential uses. A Rural Living Zone would also create subdivision potential for most of the existing lots, and potentially increase the likelihood of land use conflict. However, a Rural Living Zone is consistent with the broader land use pattern and reflects the former scheme.

A Rural Resource Zone would prioritise aquaculture over residential as the Use Standards focus on how residential use can impact adjoining rural activities such as aquaculture. Subdivision would not be possible.

Specific provisions could provide for both existing uses with a set of standards that address the main considerations for owners.

### **C. Conclusion**

The current zoning of the area is not fair or orderly and requires a review in consultation with the land owners.

### **D. Recommendation.**

That Council receives the report ahead of a further report in due course to consider a planning scheme amendment prepared by Council officers in consultation with affected owners and the Tasmanian Planning Commission.

**Under Regulation 25 of Local Government (Meeting Procedures) Regulations 2005, the Chairperson hereby declares that the Council is no longer now acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993 for Section 3 of the Agenda.**

<b>Recommendation</b>
-----------------------

That Council no longer acts as a Planning Authority. (Time:    )
--

## 4. 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 Act questions on notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which you a member of the public would like a question answered.

Asking a question is easy and members of the public are encouraged to ask any question they have (limit of two (2) questions per person per meeting).

Prior to the commencement of an Ordinary Meeting of Council, the Mayor approaches the public gallery and requests that those who would like to ask a question during public question time indicate at that point they would like to do so and give the Mayor their name.

A short instruction sheet outlining the Glamorgan Spring Bay Council procedure for asking a question during Public Question Time will be provided at the Ordinary Meeting of Council to assist members of the public on how to do this. If required, at least 15 minutes of the meeting will be made available for questions from members of the public.

**PLEASE NOTE:** All members of the public wishing to ask a question during Public Question Time are asked to utilise the **wireless microphone provided** to ensure quality of sound both in the Council meeting room and for audio recording and live streaming purposes.

## 5. Information Reports

### 5.1 General Manager, David Metcalf

Council Governance · Corporate Services · Medical Services · Economic Development · Safety & Risk Management  
· Visitor Centres

#### Council Governance

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2019 Council meetings will usually be held on the fourth Tuesday of the month and commence at 5.00pm during the warmer months and at 2pm during the colder months (April-August). Generally, workshops are scheduled for the second Tuesday of each month and on the day of a Council meeting, unless otherwise required. The January 2019 Council meeting will be on Tuesday 22nd January 2019.

Live Streaming of meetings is progressing well since commencing in November 2017. From January to December 2018, an average of 22 people per month have viewed the Council meeting live online via the YouTube platform as the meeting took place. The total number of views for each meeting video on YouTube as of 16<sup>th</sup> January 2019 is:

9 January 2018	96 views
30 January 2018	180 views
20 February 2018	169 views
27 February 2018	355 views
27 March 2018	97 views
24 April 2018	163 views
22 May 2018	85 views
26 June 2018	90 views
24 July 2018	223 views
28 August 2018	139 views
25 September 2018	154 views
23 October 2018	200 views
27 November 2018	619 views
11 December 2018	90 views

#### Medical Services

Council operates administration services for the Bicheno General Practice and Dr Winston Johnson in Triabunna.

#### Corporate Services

Review of Council reporting underway. Several long-term reports need updating. These will be presented to the new Council and workshopped in advance. Council's Annual Report was presented at the AGM in December 2018.

#### Cash and Investments

Cash and Investments at the end of December 2018 were \$1,804K against December 2017 \$2,140K, December 2016 \$1,885K and December 2015 \$1,575K. Cash is consistent with prior years.



## Glamorgan Spring Bay Council

For the 6 months ended 31 December  
2018

Account	Jul-Dec 2018
<b>Operating Activities</b>	
Receipts from customers	10,658,856.67
Payments to suppliers and employees	(5,790,709.58)
Cash receipts from other operating activities	60,244.80
<b>Net Cash Flows from Operating Activities</b>	<b>4,928,391.89</b>
<b>Investing Activities</b>	
Proceeds from sale of property, plant and equipment	72,673.82
Payment for property, plant and equipment	(354,672.03)
Other cash items from investing activities	(3,574,765.85)
<b>Net Cash Flows from Investing Activities</b>	<b>(3,856,764.06)</b>
<b>Financing Activities</b>	
Other cash items from financing activities	(666,987.40)
<b>Net Cash Flows from Financing Activities</b>	<b>(666,987.40)</b>
<b>Net Cash Flows</b>	<b>404,640.43</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	1,398,707.81
Cash and cash equivalents at end of period	1,804,291.54
<b>Net change in cash for period</b>	<b>404,640.43</b>



## Property Information

Property transactions for the YTD in December are 26 down on last year but still 56 up on the year before. New building activity on the East Coast seems to be taking over from house sales.

<b><u>Property Settlement Certificates</u></b>								
	132-2015	337-2015	132-2016	337-2016	132-2017	337-2017	132-2018	337-2018
July	42	17	42	18	47	18	64	25
August	30	14	50	26	58	28	60	37
September	34	18	43	20	51	27	46	19
October	40	18	37	18	57	37	48	22
November	43	24	53	30	60	32	47	18
December	48	21	35	17	38	18	40	19
January	62	28	46	23	59	29		
February	45	26	72	33	51	20		
March	46	21	87	41	53	23		
April	39	24	48	21	61	31		
May	58	31	50	27	56	31		
June	26	10	31	16	38	21		
<b>Total</b>	<b>513</b>	<b>252</b>	<b>594</b>	<b>290</b>	<b>629</b>	<b>315</b>	<b>305</b>	<b>140</b>
<b>TOTAL</b>		<b>765</b>		<b>884</b>	<b>944</b>		<b>445</b>	

### **CURRENT RATES BALANCE 31st December 2018**

Balance Brought Forward	\$70,035.30
Plus:	
Interest Charged	\$10,671.79
Rates Levied	\$7,867,539.99
Debit Journals	\$22,891.65
Sub Total	<b>\$7,971,138.73</b>
Less:	
Receipts	\$5,328,127.59
Pension Rebates	\$246,072.54
Credit Journals	\$69,744.15
Supplementary Credits	\$25,388.88
Discounts	\$79,550.27
Rates Balance	<b>\$2,222,255.30</b>
Discount Date/Rate 03/08/2018 3.0%	
Installments	
	3/08/2018
	5/10/2018
	11/01/2019
	5/04/2019

## Human Resources

The Enterprise Bargaining Agreement is with the Fair Work Commission for normal approval processing after staff voted in favour. Of the votes cast, only one was against. The Commission have advised it may take some time to work through the approval process given their current workload. In acknowledging their administrative delay the decision was made to put through staff increases after the successful vote. Work has commenced to implement the changes that the new Agreement has also given rise to in relation to other terms and conditions.

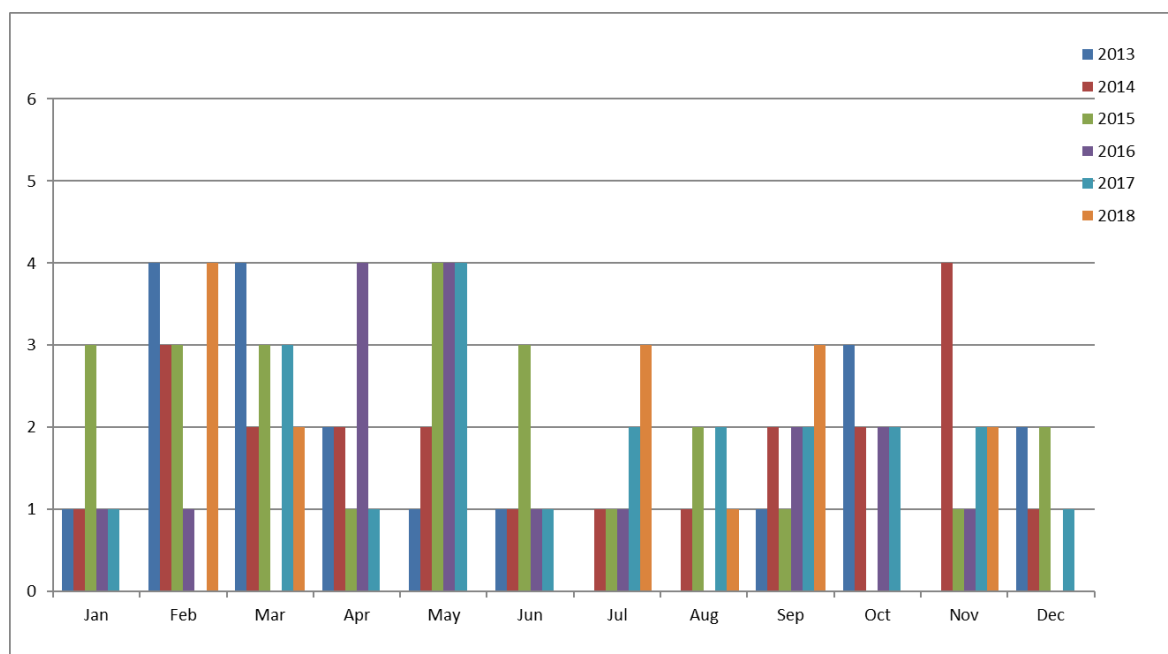
The Council has recently reviewed its arrangements with the alcohol and drug testing service provider. Some slight revisions have been made to this, however the same level of testing and investment has been maintained as part of our work health and safety framework.

A new planner has started with Council after a considerable period of time recruiting and managing with the resource shortage. In addition, a review has been conducted with the staff on the trial of change in positions and resources levels in the Corporate area. During this time a staff member has advised of their departure in 2019 and planning for this has been factored into this review. Changes as a result of this will mean there will be positions advertised in the coming weeks.

## Health, Safety, Other

There was one lost time injury YTD. Lost time hours amounted to 300. There have been 3 motor vehicle claims this year. There have been 6 workplace reported incidents YTD, no community incidents reported YTD and there was 1 staff resignation in December.

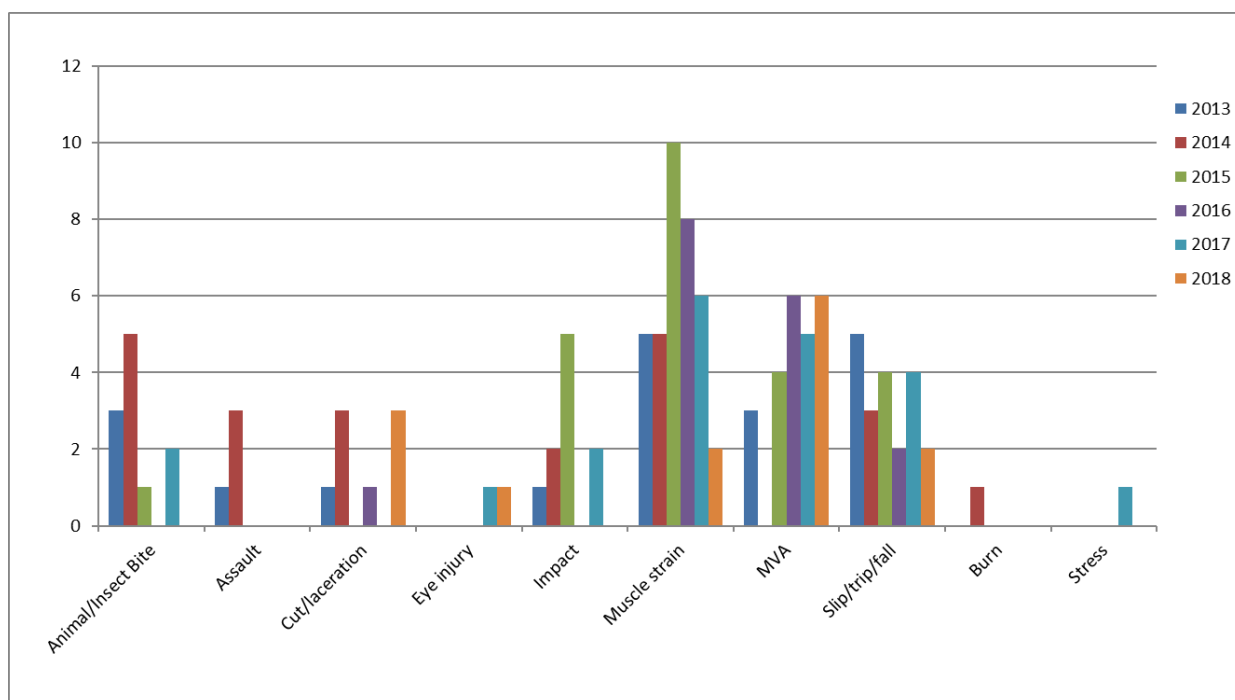
### Incident / Accident Reporting Numbers 2013 till December 2018



**Analysis:** Incident / Accident reports for 2018 are trending as per last few years.



## Incident / Accident Reporting by type 2013 till December 2018



**Analysis:** The incident / accident reporting for 2018 mirror the report types from previous years. The only identifiable trend in the reporting for 2018 is that MVA and muscle strain remains the main incident / accident area.

## Visitor Centres

Glamorgan Spring Bay Council operates three visitor centres throughout the municipal area. They are all Yellow "I" centres. Visitor numbers through the centres are up by 20% on last year to date, meaning an extra 8,377 visitors have used the network. Triabunna has seen the largest increase of the visitor numbers since last year.

Visitor Numbers												
MONTH	BICHENO	BICHENO	BICHENO	SWANSEA	SWANSEA	SWANSEA	TRIABUNNA	TRIABUNNA	TRIABUNNA	TOTAL	TOTAL	TOTAL
	2016-2017	2017-2018	2018-2019	2016-2017	2017-2018	2018-2019	2016-2017	2017-2018	2018-2019	2016-2017	2017-2018	2018-2019
JULY	819	886	898	749	809	956	1095	1459	1715	2663	3154	3569
AUGUST	659	736	529	634	765	899	924	1234	1536	2217	2735	2964
SEPTEMBER	1405	1285	1309	1143	973	1179	1317	2566	3173	3865	4824	5661
OCTOBER	2112	2395	2782	1635	1965	1916	2192	3990	5132	5939	8350	9830
NOVEMBER	2493	2829	2839	2208	2473	2239	2414	5431	6929	7115	10733	12007
DECEMBER	2877	3368	3624	2633	2424	2351	3338	7057	11016	8848	12849	16991
JANUARY	4886	6111		4670	4689		6567	10252		16123	21052	0
FEBRUARY	4704	4733		4778	3774		7734	9213		17216	17720	0
MARCH	3629	4387		4505	3079		6167	9744		14301	17210	0
APRIL	2331	2829		2420	2266		6050	6526		10801	11621	0
MAY	1086	1158		1241	1341		1985	2652		4312	5151	0
JUNE	706	863		685	878		1174	1789		2565	3530	0
TOTAL	27707	31580	11981	27301	25436	9540	40957	61913	29501	95965	118929	51022



<b>Profit &amp; Loss</b>				
Glamorgan Spring Bay Council				
ADMIN CORP,ECONOMIC,GOVERNANCE,SAFETY & RISK,TOURISM				
For the month ended 31 December 2018				
	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>				
CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	
GRANTS	\$76,189.88	\$77,000.00	-\$810.12	-1.0521%
INTEREST	\$25,284.00	\$22,800.00	\$2,484.00	10.8947% (2)
INVESTMENTS:DIVIDENDS WATER CO	\$150,535.30	\$175,000.00	-\$24,464.70	-13.9798% (3)
NET GAIN/(LOSS) ON ASSETS	\$0.00	\$0.00	\$0.00	
OTHER INCOME	\$268,839.23	\$270,000.00	-\$1,160.77	-0.4299%
RATES AND CHARGES	\$6,101,505.32	\$6,183,169.00	-\$81,663.68	-1.3207%
SHARE OF GENERAL RATE	-\$4,082,985.00	-\$4,082,985.00	\$0.00	0.0%
STATUTORY FEES AND FINES	\$41,635.39	\$45,100.00	-\$3,464.61	-7.6821% (2)
USER FEES	\$0.00	\$0.00	\$0.00	
<b>Total Income</b>	<b>\$2,581,004.12</b>	<b>\$2,690,084.00</b>	<b>-\$109,079.88</b>	<b>-4.1%</b>
<b>Gross Profit</b>	<b>\$2,581,004.12</b>	<b>\$2,690,084.00</b>	<b>-\$109,079.88</b>	<b>-4.0549%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$56,896.00	\$56,896.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$355,924.85	\$282,136.00	\$73,788.85	26.1536% (1)
FINANCE COSTS	\$702.75	-\$3,671.00	\$4,373.75	119.1433% (2)
IMPAIRMENT OF RECEIVABLES	\$0.00	\$0.00	\$0.00	
MATERIALS AND SERVICES	\$1,004,404.55	\$928,536.00	\$75,868.55	8.1708% (1)
OTHER EXPENSES	\$91,082.31	\$94,500.00	-\$3,417.69	-3.6166%
<b>Total Operating Expenses</b>	<b>\$1,509,010.46</b>	<b>\$1,358,397.00</b>	<b>\$150,613.46</b>	<b>11.1%</b>
<b>Operating Profit</b>	<b>\$1,071,993.66</b>	<b>\$1,331,687.00</b>	<b>-\$259,693.34</b>	<b>-19.5011%</b>
(1) Employee costs and contractors needs re allocating to admin not corporate				
(2) Mininal Dollars and timing				
(3) hard to estimate due to timing				



<b>Profit &amp; Loss</b>				
<b>Glamorgan Spring Bay Council</b>				
<b>Visitor Centres</b>				
<b>For the month ended 31 December 2018</b>				
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>
<b>Income</b>				
CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	
GRANTS	\$0.00	\$0.00	\$0.00	
INTEREST	\$0.00	\$0.00	\$0.00	
INVESTMENTS:DIVIDENDS WATER CO	\$0.00	\$0.00	\$0.00	
NET GAIN/(LOSS) ON ASSETS	\$0.00	\$0.00	\$0.00	
OTHER INCOME	\$19,212.32	\$17,750.00	\$1,462.32	8.2384%
RATES AND CHARGES	\$0.00	\$0.00	\$0.00	
SHARE OF GENERAL RATE	\$195,000.00	\$195,000.00	\$0.00	0.0%
STATUTORY FEES AND FINES	\$0.00	\$0.00	\$0.00	
USER FEES	\$283,492.00	\$289,000.00	-\$5,508.00	-1.9059%
<b>Total Income</b>	<b>\$497,704.32</b>	<b>\$501,750.00</b>	<b>-\$4,045.68</b>	<b>-0.8%</b>
<b>Gross Profit</b>	<b>\$497,704.32</b>	<b>\$501,750.00</b>	<b>-\$4,045.68</b>	<b>-0.8063%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$2,000.00	\$2,000.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$237,169.71	\$236,000.00	\$1,169.71	0.4956%
FINANCE COSTS	\$0.00	\$0.00	\$0.00	
IMPAIRMENT OF RECEIVABLES	\$0.00	\$0.00	\$0.00	
MATERIALS AND SERVICES	\$77,995.15	\$75,000.00	\$2,995.15	3.9935%
OTHER EXPENSES	\$0.00	\$0.00	\$0.00	
<b>Total Operating Expenses</b>	<b>\$317,164.86</b>	<b>\$313,000.00</b>	<b>\$4,164.86</b>	<b>1.3%</b>
<b>Operating Profit</b>	<b>\$180,539.46</b>	<b>\$188,750.00</b>	<b>-\$8,210.54</b>	<b>-4.35%</b>



<b>Profit &amp; Loss</b>				
<b>Glamorgan Spring Bay Council</b>				
<b>MEDICAL SERVICES</b>				
<b>For the month ended 31 December 2018</b>				
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>
<b>Income</b>				
GRANTS	\$2,500.00	\$5,000.00	-\$2,500.00	-50.0%
INTEREST	\$134.28	\$80.00	\$54.28	67.85%
OTHER INCOME	\$485,644.76	\$514,000.00	-\$28,355.24	-5.5166%
RATES AND CHARGES	\$313,416.00	\$313,416.00	\$0.00	0.0%
USER FEES	\$0.00	\$0.00	\$0.00	
<b>Total Income</b>	<b>\$801,695.04</b>	<b>\$832,496.00</b>	<b>-\$30,800.96</b>	<b>-3.7%</b>
<b>Gross Profit</b>	<b>\$801,695.04</b>	<b>\$832,496.00</b>	<b>-\$30,800.96</b>	<b>-3.6998%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$44,100.00	\$44,100.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$281,181.69	\$266,538.00	\$14,643.69	5.494%
MATERIALS AND SERVICES	\$368,896.44	\$391,400.00	-\$22,503.56	-5.7495%
<b>Total Operating Expenses</b>	<b>\$694,178.13</b>	<b>\$702,038.00</b>	<b>-\$7,859.87</b>	<b>-1.1%</b>
<b>Net Profit</b>	<b>\$107,516.91</b>	<b>\$130,458.00</b>	<b>-\$22,941.09</b>	<b>-17.585%</b>
(1) Below budget at this stage				
(2) Will be adjusted over time due to oncosts				
(3) Related to income				





<b>Profit &amp; Loss</b>				
<b>Glamorgan Spring Bay Council</b>				
<b>For the month ended 31 December 2018</b>				
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>
<b>Income</b>				
CONTRIBUTIONS	\$18,774.00	\$50,000.00	-\$31,226.00	-62.452%
GRANTS	\$1,033,754.88	\$1,017,897.00	\$15,857.88	1.5579%
INTEREST	\$25,421.80	\$27,380.00	-\$1,958.20	-7.1519%
INVESTMENTS:DIVIDENDS WATER CO	\$150,535.30	\$175,000.00	-\$24,464.70	-13.9798%
NET GAIN/(LOSS) ON ASSETS	\$21,848.12	\$22,000.00	-\$151.88	-0.6904%
OTHER INCOME	\$874,115.04	\$838,000.00	\$36,115.04	4.3097%
RATES AND CHARGES	\$7,679,115.44	\$7,740,000.00	-\$60,884.56	-0.7866%
STATUTORY FEES AND FINES	\$280,153.49	\$263,100.00	\$17,053.49	6.4818%
USER FEES	\$547,008.96	\$565,108.00	-\$18,099.04	-3.2028%
<b>Total Income</b>	<b>\$10,630,727.03</b>	<b>\$10,698,485.00</b>	<b>-\$67,757.97</b>	<b>-0.6%</b>
<b>Gross Profit</b>	<b>\$10,630,727.03</b>	<b>\$10,698,485.00</b>	<b>-\$67,757.97</b>	<b>-0.6333%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$1,012,286.00	\$1,012,286.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$2,225,537.58	\$2,300,685.50	-\$75,147.92	-3.2663%
FINANCE COSTS	\$4,577.39	\$34,679.00	-\$30,101.61	-86.8007%
MATERIALS AND SERVICES	\$2,928,442.03	\$2,866,129.00	\$62,313.03	2.1741%
NET GAIN/(LOSS) ON ASSETS	\$12,385.17	\$0.00	\$12,385.17	
OTHER EXPENSES	\$91,254.45	\$94,000.00	-\$2,745.55	-2.9208%
<b>Total Operating Expenses</b>	<b>\$6,274,482.62</b>	<b>\$6,307,779.50</b>	<b>-\$33,296.88</b>	<b>-0.5%</b>
<b>Operating Profit</b>	<b>\$4,356,244.41</b>	<b>\$4,390,705.50</b>	<b>-\$34,461.09</b>	<b>-0.7849%</b>
(1) Hard to budget				
(2) Timing				
(3) Hard to budget timing will be exact at 30th June 2019				
(4) Related to activity				



As at 31 DECEMBER 2018					
	CAPITAL NEW //	B-BICHENO	S-SWANSEA	C-COLES BAY	T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS
Department	Description	Budget Est	YTD	On-Site Progress	Comments
<b>Roads, Footpaths, Kerbs</b>					
Coles Bay - Freycinet Drive	Kerbing Esplanade to Reserve Road				(Freycinet Master Plan?) Continual flooding issues
Bicheno - Foster Street Kerb	Murray St to Barrett Ave - North Side 95m				
Bicheno - Foster Street Kerb	Barrett Ave to Lovett St - North Side 95m				
Bicheno - Foster Street Kerb	Barrett Ave to Lovett St - South Side 95m				
Bicheno - Foster Street Footpath	Barrett Ave to end (medical centre) 130m				
Bicheno - Foster Street Footpath	Murray St to Barrett Ave - North Side 130m				
Bicheno - Burgess Street Footpath	Weilly Ave to Douglas Street - east side				
Triabunna - Vicary St, Stage 1	Vicary St - Tas Hwy to school boundary and 100m Esplanade				NOTE: RSL Grant \$10,000 for parking in Esplanade
<b>TOTAL</b>		<b>222,500</b>	<b>0</b>		
<b>PG, Walking Tracks, Cemeteries</b>					
Bicheno Triangle Upgrade	Development construction (stage one)			COMPLETE	BCDA \$4,875 / CIF Grant \$206,373 / Council \$404,26
Bicheno Footpaths - Pedestrian Village Plan	Construct Waubs Bay Walk			In Progress	DAP grant \$36,413k / Council \$72,827
Buckland Walk	Construct River Walk				Govt support \$10k / Council \$22k
Triabunna RecGround Playground	Install new net climber			COMPLETE	Residual from 17/18 for installation
Triabunna - Cemetery	Concrete burial beams in new lawn section				
<b>TOTAL</b>		<b>770,255</b>	<b>614,925</b>		
<b>Stormwater, Drainage</b>					
Coles Bay - Harold St	Stormwater network extension				Continual flooding issues
Stormwater Catchment Plans	Orford and Swansea			In Progress	
<b>TOTAL</b>		<b>49,000</b>	<b>5,730</b>		
<b>Bridges and Culverts</b>					
Swansea - Old Spring Bay Road	Road Culvert Crossing				
<b>TOTAL</b>		<b>78,500</b>	<b>0</b>		
<b>Council Buildings</b>					
Bicheno Medical Centre	Monitored Security Installation			COMPLETE	
Bicheno Medical Centre	Installation of reverse cycle air-conditioning			COMPLETE	
Orford Hall	Toilet Extension			COMPLETE	TCF Grant received - \$62,125
Swansea Loo with a View	New constructed toilets / disability access			In Progress	
<b>TOTAL</b>		<b>400,400</b>	<b>145,549</b>		
<b>Triabunna Marina</b>					
Triabunna - New Tourist Berth Facility	New Berth				
Triabunna - Stage 1 Marina	Access Road and Parking				
Spring Bay Harbour	Straightening Port entrance			In Progress	
<b>TOTAL</b>		<b>335,000</b>	<b>0</b>		
<b>Plant &amp; Equipment</b>					
Water Cart	13,000 litre capacity				
Truck and Trailer	33 Tonne load capacity			In Progress	Ordered
<b>TOTAL</b>		<b>310,000</b>	<b>0</b>		
<b>Waste Transfer Stations</b>					
WTS Tip Shop	Tip Shop Construction				Costing related to Orford site only
<b>TOTAL</b>		<b>55,000</b>	<b>0</b>		
<b>Grant Matching</b>					
General					
<b>TOTAL</b>		<b>200,000</b>	<b>0</b>		



As at 31 DECEMBER 2018					
CAPITAL RENEWAL // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site progress	Comments
<b>Sealed Road Reseals</b>					
B - Foster Street	Lovett St to Barrett St			In Progress	Sealing Tender T002-2018
B - Foster Street	Barrett St to Murray St			In Progress	
C - Hazards View Drive	Coles Bay Rd to Seal Change			In Progress	
C - Muirs Place	Hazards View Rd to End			In Progress	
C - Oyster Bay Court	Hazards View Rd to End			In Progress	
O - Rudd Avenue	Walpole to Seal Change			In Progress	
O - Rudd Avenue	Seal Change to End			In Progress	
S - Cathcart Street	Hwy to Seal Change			In Progress	
S - Cathcart Street	Seal Change to Seal Change			In Progress	
S - Cathcart Street	Seal Change to Wedge St			In Progress	
S - Wedge Street	Cathcart to Seal Change			In Progress	
S - Wedge Street	Seal Change to Groom St			In Progress	
S - Old Coach Road	Tasman Hwy to End Seal			In Progress	
Bicheno	Jetpatcher Costs			In Progress	
Buckland	Jetpatcher Costs			In Progress	
Coles Bay	Jetpatcher Costs			In Progress	
Orford	Jetpatcher Costs			In Progress	
Swansea	Jetpatcher Costs			In Progress	
Triabunna	Jetpatcher Costs			In Progress	
<b>TOTAL</b>		<b>347,120</b>	<b>0</b>		
<b>Sealed Road Pavements</b>					
Swansea Road Repairs	General Road Repairs Swansea			In Progress	includes Dolphin Sands
Swansea - Cooks Court	Asphalt overlay and drainage				
Swansea - Old Spring Bay Road	R2R Asphalt sealing for kerb and gutter			COMPLETE	RTR residual from 17-18 capex project
Bicheno Road Repairs	General Road Repairs Bicheno			In Progress	
Coles Bay Road Repairs	General Road Repairs Coles Bay			In Progress	
Orford Road Repairs	General Road Repairs Orford			In Progress	includes Spring Beach
Orford Road Recon - Louisville Road	R2R Louisville Road recon - Tasman Hwy to Benarchie Drive			In Progress	RTR Fully Funding
Orford Bowls Club Carpark	Extend and asphalt existing front carpark area				OBC grant \$12,000 - Council contribution \$39,000
Buckland Road Repairs	General Road Repairs Buckland			In Progress	
Triabunna Road Repairs	General Road Repairs Triabunna			In Progress	
<b>TOTAL</b>		<b>944,405</b>	<b>31,353</b>		
<b>Unsealed Road Pavements</b>					
B - Rosedale Road	500m			In Progress	
Bu - Buckland Woodsdale Road	1000m - final section				Resheet / Seal
O - Paradise Court	300m				
O - Wielangta Road	5000m			COMPLETE	\$115,000 income from DPIPWE
S - Old Coach Road	2000m			COMPLETE	
S - Saltworks Road	770m				Resheet / Seal
T - Seaford Road	1500m			In Progress	
Gravel Roads - General	Resheeting - general			In Progress	
<b>TOTAL</b>		<b>679,000</b>	<b>167,916</b>		
<b>Kerb &amp; Gutter</b>					
S - Wellington Street	replace section adj MayShaw onstreet carpark			COMPLETE	
<b>TOTAL</b>		<b>32,000</b>	<b>37,385</b>		
<b>Footpaths</b>					
S - St Margarets Court					
S - Wellington Street	replace section adj MayShaw onstreet carpark			COMPLETE	
<b>TOTAL</b>		<b>66,500</b>	<b>14,084</b>		



CAPITAL RENEWAL cont. // B-BICHENO S-SWANSEA C-COLES BAY T-TRIABUNNA BU-BUCKLAND O-ORFORD A-ALL AREAS					
Department	Description	Budget Est	YTD	On-Site progress	Comments
<b>Parks &amp; Reserves</b>					
Park Furniture replacement	Replacement of sub-standard seating and picnic tables			In Progress	
Bicheno Lions Park Perimeter Fence	Replacement of corroded fence and posts \$100/m				
Bicheno Walking Track	Foster St section (Murray St to Seallife Centre) to asphalt				
Swansea - Playground Equipment	Duck Park - replace substandard equipment				
Swansea - Tennis Court	Resurfacing contribution				
Triabunna Seafarers Memorial	Replace Flag Pole Mast				
Park / Street bins - General	Replace old larger bins where required			In Progress	
Foreshore Management	Foreshore reserves / Bicheno, Coles Bay, Swansea, Orford				
Coastal Hazards Report	Identify and Prioritise Coastal Hazards in GSBC area				
Playground Repairs - General	Infrastructure Upgrade programme				
<b>TOTAL</b>		170,000	0		
<b>Stormwater &amp; Drainage</b>					
Bicheno - Burgess Street S/W pipe	Replace stormwater pipe - 140m (Tasman Hwy to Foster St)				
Bicheno - Stormwater / Foreshore	Extend sw pipes across foreshore (Lovett to Jetty Rd) Stage 1				
Coles Bay - Freycinet Drive	Stormwater upgrade				
Orford - Rheban Road	Address flooding - West Shelly- location / design / approvals			In Progress	
Triabunna - Lord St / Ada St	Replace undersize sw pipes to prevent property flooding				
All Towns - Annual Programme	Replace sub-standard stormwater pits / grates				
<b>TOTAL</b>		291,000	0		
<b>Council Buildings</b>					
Bicheno - Gulch Toilet	Upgrade sewer pumpstation and power			In Progress	
Coles Bay Hall	Septic Trenches			In Progress	
Coles Bay Hall	Engineering Drawings for Extension				
Swansea Depot Truck Shed	Bird proof existing truck sheds			In Progress	
Swansea Depot Sheds	Storage bays - 2 Museum / 3 Depot / 2 Building Dept / 2 NRM			In Progress	
Swansea SES	Install backup generator			COMPLETE	
Triabunna RecGround Clubrooms	New toilets and extension / demolish public amenities			In Progress	
Asbestos Assessment and Register	For all Council Buildings as per Building regulations				
<b>TOTAL</b>		334,422	5,571		
<b>Marine Infrastructure</b>					
Bicheno Coastal Erosion Control	Erosion control at Waubs Beach adj Lifesaving Facility			In Progress	
Swan River Road Boatramp	Replace Jetty			In Progress	
Swanwick Coastal Erosion Control	Erosion control Sandpiper Beach				
<b>TOTAL</b>		178,000	6,472		
<b>Bridges and Culverts</b>					
General Structures					
<b>TOTAL</b>		25,000	0		
<b>Plant &amp; Equipment</b>					
Small plant replacement	All Depots			In Progress	
Works Replacement Vehicles	Account 165 Dep - REGONUMBER			In Progress	
Swansea Const - Tipper Truck 16T GVM	Replacement Vehicle				
Triabunna Maint - Small Tipper 8T GVM	Replacement of extg TM Utility			In Progress	
Works Supervisor's Utility	Replacement 150,000 kms				
Replacement Vehicles/Policy	As per new policy - Lease				
<b>TOTAL</b>		339,000	0		
<b>CAPITAL TOTAL</b>		\$5,827,102	\$1,028,985	17.66%	COMPLETED DOLLAR VALUE

## 5.2 Manager Works, Mr Tony Pollard

Roads, Footpaths, Kerbs- Waste Transfer Stations- Garbage, Recycling Services- Town Maintenance - Parks, Reserves, Walking Tracks, Cemeteries - Stormwater Drainage - Bridges, Culverts - Emergency Management, SES

### ROADS, FOOTPATHS, KERBS:

#### NORTH

- Maintenance works undertaken when required during the month.
- Road network being systematically inspected with surface, signage and culverts being maintained as required.

#### SOUTH

- Maintenance works undertaken when required during the month.
- Road network being systematically inspected with surface, signage and culverts being maintained as required.

### WASTE TRANSFER STATIONS:

- All waste transfer stations are operating within prescribed EPA guidelines.
- A large amount of greenwaste is coming through the gates at all sites. Residents are cleaning their properties as part of their bushfire preparedness. The only issue is that a number of loads still contain contaminants which are being hidden under trailer loads of greenwaste. This results in a labour intense exercise to pull plastics and metals from the heaps. Due to weather conditions and the current enforced fire permit period, TasFire has refused all greenwaste burning from being undertaken which is creating a problem with the size of stockpiles of greenwaste. It is hoped the worst part of the season will be over fairly soon and Council can recommence our regular burning programs.

### GARBAGE, RECYCLING SERVICES:

- JJ Richards current waste management contract expires in September 2022.

<u>MONTH</u>	<u>BICHENO Collection &amp; WTS</u>	<u>BICHENO WTS only</u>	<u>COLES BAY WTS only</u>	<u>SWANSEA WTS only</u>	<u>ORF-TRIA-CB- SW Collection &amp; ORF WTS</u>	<u>ORFORD WTS only</u>	<u>TOTAL (tonnes)</u>
-	-	-	-	-	-	-	-
JULY '18	30.50	4.63	16.40	25.66	96.18	10.01	168.74
AUG	33.92	9.75	15.86	18.94	93.02	10.29	161.74
SEPT	49.14	16.92	21.92	23.70	121.97	12.59	216.73
OCT	36.28	7.34	13.58	35.16	125.82	24.76	210.84
NOV	43.28	12.55	12.14	17.76	118.21	15.66	191.39
DEC	59.38	21.39	25.28	49.50	146.22	13.32	280.38
JAN '19							0.00
TOTALS	252.50	72.57	105.18	170.72	701.42	86.62	1229.82

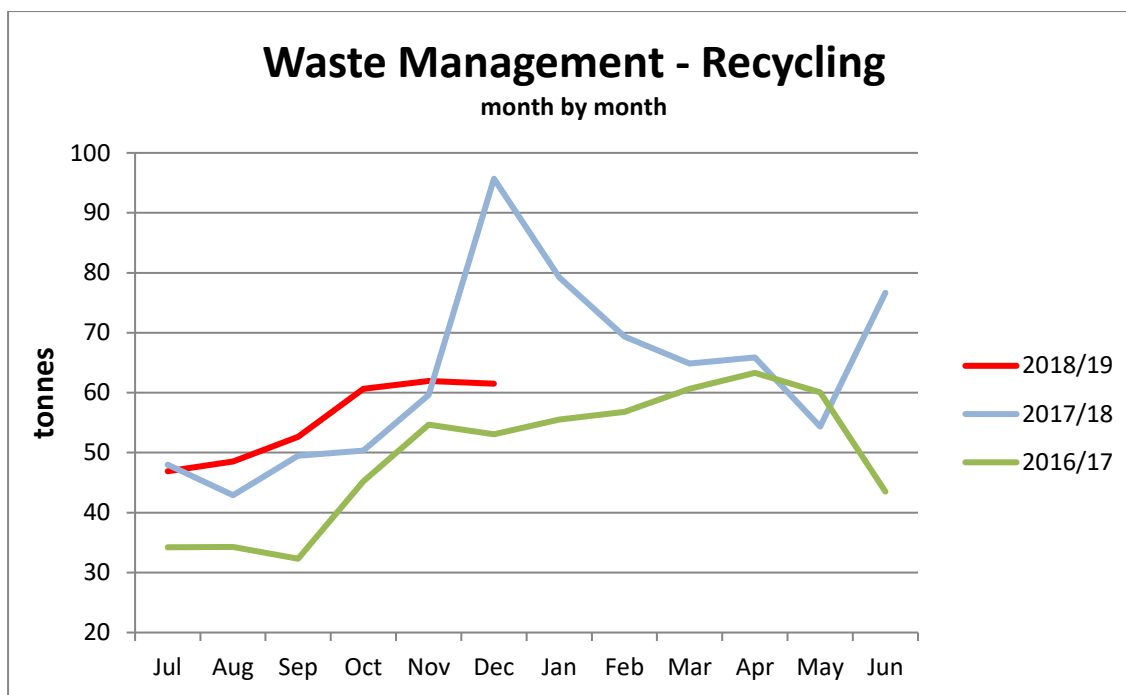
**Garbage deposited at transfer stations and transported to Copping landfill site (tonnes)**  
(includes kerbside collected waste)



Kerbside garbage collected and transported to waste transfer stations: (tonnes)

<u>MONTH</u>	<u>BICHENO</u>	<u>COLES BAY</u>	<u>SWANSEA</u>	<u>TRIABUNNA</u>	<u>ORFORD</u>	<u>TOTAL BINS</u>	<u>TOTAL (tonnes)</u>
JULY '18	2156	1281	2163	2045	1692	9337	112.04
AUG	2014	1155	2061	2077	1601	8908	106.90
SEPT	2685	1625	2734	2566	2190	11800	141.60
OCT	2412	1585	2450	2205	2182	10834	130.01
NOV	2561	1635	2498	2325	2088	11107	133.28
DEC	3166	1990	3160	2943	2982	14241	170.89
JAN '19							0.00
TOTALS	14994	9271	15066	14161	12735	66227	794.72

Kerbside Garbage Collected: Bin numbers



#### Kerbside recyclables collected and transported directly to Sorting Facility: (tonnes)

MONTH	BICHENO	COLES BAY	SWANSEA	TRIABUNNA	ORFORD	TOTAL BINS	TOTAL (tonnes)
JULY '18	988	643	1017	889	371	3908	46.90
AUG	916	570	954	878	726	4043	48.52
SEPT	1034	678	983	903	788	4387	52.64
OCT	1085	856	1178	945	990	5054	60.65
NOV	1183	870	1166	986	958	5163	61.96
DEC	1155	875	1153	962	980	5124	61.49
JAN '19							0.00
TOTALS	6361	4492	6451	5563	4813	27679	332.15

#### Kerbside recyclables collected: Bin numbers

##### TOWN MAINTENANCE:

- Ongoing general maintenance is being carried out in all our town areas to ensure an acceptable level of overall presentation is maintained.
- The workload for toilet cleaning and street bin collection increased significantly over the Christmas period in all towns due to visitor numbers.

##### PARKS, RESERVES, WALKING TRACKS, CEMETERY:

- Continuation of general maintenance within our townships and along foreshore areas.

##### STORMWATER, DRAINAGE:

- A number of rural road's culverts and sidedrains have been reshaped and cleaned.



- Open side drains along road network north of Tasman Hwy Triabunna being reshaped to improve water flow.

#### **BRIDGES, CULVERTS:**

- Ongoing maintenance when required.

#### **EMERGENCY MANAGEMENT:**

- Volunteers participated in the Triabunna Christmas Parade and the Swansea Parade. Traffic management was conducted for the Swansea Christmas Parade.
- Escort for Santa on the Swansea Lolly Run
- Three motor vehicle accidents;
  - One in bad weather caused by driver error
  - One due to bike rider and car trying to overtake car following bike rider
  - One involving 3 vehicles and an echidna crossing the roadAll incidents only resulted in minor injuries
- New pod has finally been fitted to Ranger and is now in service and working very well.
- Huge thanks to Council for their ongoing support.

Visit our website at [www.swansea-ses.weebly.com](http://www.swansea-ses.weebly.com)

Kelvin Jones ESM

**Unit Manager Glamorgan Spring Bay SES**

#### **2018–2019 CAPITAL WORKS UPDATE**

- Roadworks have been completed along a 2km section of Old Coach Road.
- Onsite meeting arranged with Rosedale Road owner to discuss boundary fence alignment prior to reconstruction works commencing.
- Footpath construction works commenced along St Margaret's Court, Swansea. Work involves the total removal of the unsafe deteriorated bitumen paths on the eastern and western sides of the road and constructing a new concrete path along the eastern side from Maddie Court to Gordon Street. This work will connect to the existing footpath network in the area.



<b>Profit &amp; Loss</b>				
<b>Glamorgan Spring Bay Council</b>				
<b>WORKS DEPARTMENT</b>				
<b>For the month ended 31 December 2018</b>				
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>
<b>Income</b>				
GRANTS	\$492,353.12	\$495,000.00	-\$2,646.88	-0.5347%
OTHER INCOME	\$98,597.33	\$113,583.00	-\$14,985.67	-13.1936%
RATES AND CHARGES	\$2,162,164.10	\$2,150,777.00	\$11,387.10	0.5294%
SHARE OF GENERAL RATE	\$1,280,582.00	\$1,281,582.00	-\$1,000.00	-0.078%
USER FEES	\$28,896.98	\$47,600.00	-\$18,703.02	-39.2921%
<b>Total Income</b>	<b>\$4,062,593.53</b>	<b>\$4,088,542.00</b>	<b>-\$25,948.47</b>	<b>-0.6%</b>
<b>Gross Profit</b>	<b>\$4,062,593.53</b>	<b>\$4,088,542.00</b>	<b>-\$25,948.47</b>	<b>-0.6347%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$726,010.00	\$726,010.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$754,112.98	\$795,838.50	-\$41,725.52	-5.243%
FINANCE COSTS	-\$791.61	\$3,350.00	-\$4,141.61	-123.6301%
MATERIALS AND SERVICES	\$746,123.93	\$819,686.00	-\$73,562.07	-8.9744%
PLANT HIRE - INTERNAL CHARGES	\$135,670.00	\$155,000.00	-\$19,330.00	-12.471%
<b>Total Operating Expenses</b>	<b>\$2,361,125.30</b>	<b>\$2,499,884.50</b>	<b>-\$138,759.20</b>	<b>-5.6%</b>
<b>Operating Profit</b>	<b>\$1,701,468.23</b>	<b>\$1,588,657.50</b>	<b>\$112,810.73</b>	<b>7.101%</b>
(1) Timing Issue				
(2) Timing Issue				
(3) Below budget at this time				
(4) Plant used on capital				

### **5.3 Manager Development & Compliance – Mr. Shane Wells**

---

Animal Control - Engineering & Technical Services - Environmental Health - Statutory Building - Statutory Planning

#### **Animal Control**

Renewal notices were issued along with the rate notices. A number of complaints were received this month. This department is operating with a Compliance Coordinator. The Compliance Coordinator has commenced fire abatement and caravan licence auditing.

New regulations with respect to muzzling of Greyhounds are now in force as detailed in the attached letter.

#### **Engineering & Technical Services**

This department provides general engineering and technical advice regarding development applications. This department currently consists of 0.4 FTE contract engineer, with assistance from the Regulatory Services Officer.

#### **Environmental Health**

This department consists of a permanent full time Health Administration Officer and a contract Environmental Health Officer with assistance from the Regulatory Services Officer conducting abatement inspections.

#### **Statutory Building**

The building department currently consists of a permanent full time Building Administration Officer and two contractors; namely a building surveyor and a plumbing inspector. Applications are being processed within the required timeframes.

As of 1 January 2019, Permit Authority functions must be performed by a licenced practitioner. Three staff have been licenced for Permit Authority functions for building and plumbing applications. The annual fee for each is close to \$400.00.

#### **Statutory Planning**

The planning department consists of one permanent part-time Planning Administration Officer, one 0.95 FTE graduate planner and consultant planner as required. Other resources are contracted as required. Applications are being processed within the required timeframes.

#### **Bendigo Bank**

The Bendigo Bank Agency opened on 21st August 2013 and operates from the Regulatory Services Department. Three staff members are trained to perform the Agency requirements of the Bank.



Department of Primary Industries, Parks, Water and Environment  
Office of Racing Integrity

Enquiries: Bronwyn Martin  
Ph: (03) 6777 1900 Fax: (03) 6777 5148  
Email: [admin@racingintegrity.tas.gov.au](mailto:admin@racingintegrity.tas.gov.au) Web: [www.racingintegrity.tas.gov.au](http://www.racingintegrity.tas.gov.au)



David Metcalf  
General Manager  
Glamorgan Spring Bay Council  
PO Box 6  
TRIABUNNA 7190

Dear David

On 20<sup>th</sup> December 2017 amendments to section 18(1) of the *Dog Control Act 2000* came into effect allowing for non-racing greyhounds to be un-muzzled whilst in public places subject to having graduated from greyhound suitability program approved by the Director of Racing.

As Director I have approved the following programs in respect of the training and assessment of greyhounds for suitability to be without a muzzle in a public place. Those approved programs being the Greyhound Adoption Program (GAP), Brightside Farm Sanctuary and Office of Racing Integrity (ORI).

Only non-racing greyhounds (retired-racing greyhounds, those kept solely as a pet or show greyhound) are eligible for an exemption. Greyhounds that have been granted an exemption will be required to wear a uniquely numbered collar at all times when in public. In addition to the numbers, the collars will identify the greyhound suitability program from which they have graduated or been assessed. The collar colours are detailed below:

- GAP – green collar
- Brightside – orange collar
- ORI – purple collar

ORI request you pass this information on to your Dog Control Officers to assist with the identification of greyhounds that are approved to be un-muzzled in public places. The requirement for all greyhounds in public places to be on a leash remains unchanged.

Greyhounds can be identified by an ear tattoo, microchip number and some collar numbers. Initial identification enquiries should be directed to the appropriate greyhound suitability program. Should further information be required please contact the Office of Racing Integrity on 6777 1900 or [admin@racingintegrity.tas.gov.au](mailto:admin@racingintegrity.tas.gov.au).

Yours sincerely

John King  
DIRECTOR OF RACING



DECEMBER 2018		
ANIMAL CONTROL		
Dogs Registered	0	0
Kennel Licences Issued/Renewed	0	0
Dogs Impounded	0	7
Dogs Siezed	0	1
Dogs Surrendered	0	0
Dogs Euthanized	0	0
Dogs at Large	2	14
Warnings Issued	2	10
Complaints	5	17
Infringements	4	7
Lost Dog calls	1	4
Other	0	15
ENVIRONMENTAL HEALTH		
Immunisations	0	0
Food Business Registrations		117
Temporary Food Business Registrations/Assessments		6
Food Business Inspections	5	66
Place of Assembly Licences	0	1
Environmental Nuisances	3	9
Littering	0	2
Abatement Notices	0	0
Notifiable Diseases	1	1
Recreational Water Sampling	6	6
Suppliers of Private Water	0	33
Water Carriers	0	4
Regulated System Registration	0	2
Major Incidents notified to DPIPWE	0	0
Complaints (Noise/On-Site Waste Water/Other)	0	11
Inspections (Water Carrier/Other)	0	7
On-site Wastewater Assessments/Permits	5	35
<b>Form 49 &amp; 50 (Kitchen) Assessments/Inspections</b>	1	12
Food Business Enquiries (New Businesses)	0	8
<b>Food Sampling/Surveys</b>	0	6
<b>Development Application Assessments</b>	1	5
BENDIGO BANK		
Deposits	59	564
Withdrawals	18	241
Transfers	3	59
New Accounts	0	2
<b>Requests for Change</b>	8	39
Other	2	97
No of days whereby no transactions/enquiries carried out		3



## Planning and Building Approvals Financial Year Statistics (Building Approvals & Planning Lodgements Circulated to Councillors Monthly)

Planning Approvals	December 2018			2018 - 2019				2017 - 2018
Type of Work	Current Month			Current Year to Date				Previous YTD
Discretionary, Permitted or No Permit Required	D	P	NPR	D	P	NPR	Total YTD	
New Dwelling (or dwelling & outbuilding)	3	0	1	22	2	23	47	22
Additions to Dwelling	3	0	0	7	2	9	18	17
Outbuilding only	0	0	2	4	0	22	26	32
Multiple Dwellings	1	0	0	1	0	0	1	1
Commercial	2	0	0	6	3	1	10	10
Tourism (excluding change of use)	0	0	0	6	0	0	6	1
Industrial and utilities	0	0	0	2	0	2	4	6
Other	0	0	1	3	1	2	6	5
-							116	94
<b>Visitor Accommodation</b>								
CoU to Visitor Accommodation - Planning Directive	0	2	0	0	20	0	120	19
CoU to Visitor Accommodation - Planning Scheme	0	0	0	1	0	0	1	1
New Visitor Accommodations Units	0			12			12	4
<b>Subdivision</b>								
Urban Lots Approved	0			6			6	46
Non-Urban Lots Approved	0			0			0	0
New Lots Sealed	3			19			19	N/A
Part 5 Agreements Entered Into	0			0			0	0
<b>Processing</b>								
Applications Refused	0			3			3	0
Applications Withdrawn	0			0			0	0
Applications requiring additional information	1	0	0	9	0	0	9	N/A
Appeals Lodged	2			4				N/A
Planning Permit Value of Work	\$2,581,000.00			\$17,989,908.00				N/A

<b>Building Approvals</b>	<b>December</b>	<b>2018-2019</b>	<b>2017-2018</b>
<i>Work Category</i>	<i>Month</i>	<i>Year To Date</i>	<i>Previous YTD</i>
Permit Required	2	48	51
Notifiable Building	0	38	46
Low Risk 1	0	19	12
Low Risk 2	0	1	6
Building Certificate	0	2	0
Permit of Substantial Compliance	0	1	4
		109	119
Value of Work	\$165,000.00	\$15,653,308.00	\$19,492,937.00
<b>Compliance</b>			
Building Notices Issued	1	1	0
Building Orders Issued	0	1	0
Planning - Notice of Suspected Contravention		1	1
Planning - General	5	23	N/A





<b>Profit &amp; Loss</b>				
Glamorgan Spring Bay Council				
REGULATORY SERVICES				
For the month ended 31 December 2018				
	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>				
CONTRIBUTIONS	\$19,624.00	\$25,000.00	-\$5,376.00	-21.504%
GRANTS	\$0.00	\$0.00	\$0.00	
OTHER INCOME	\$41,365.19	\$6,350.00	\$35,015.19	551.4203%
RATES AND CHARGES	\$367,305.65	\$370,000.00	-\$2,694.35	-0.7282%
SHARE OF GENERAL RATE	\$121,338.00	\$121,338.00	\$0.00	0.0%
STATUTORY FEES AND FINES	\$230,984.20	\$218,000.00	\$12,984.20	5.9561%
USER FEES	\$12,404.00	\$5,650.00	\$6,754.00	119.5398%
<b>Total Income</b>	<b>\$793,021.04</b>	<b>\$746,338.00</b>	<b>\$46,683.04</b>	<b>6.3%</b>
<b>Gross Profit</b>	<b>\$793,021.04</b>	<b>\$746,338.00</b>	<b>\$46,683.04</b>	<b>6.2549%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$12,280.00	\$12,280.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$186,378.14	\$296,880.00	-\$110,501.86	-37.2211%
FINANCE COSTS	\$0.00	\$0.00	\$0.00	
MATERIALS AND SERVICES	\$234,487.23	\$216,032.00	\$18,455.23	8.5428%
PLANT HIRE - INTERNAL CHARGES	\$0.00	\$0.00	\$0.00	
<b>Total Operating Expenses</b>	<b>\$433,145.37</b>	<b>\$525,192.00</b>	<b>-\$92,046.63</b>	<b>-\$0.18</b>
<b>Operating Profit</b>	<b>\$359,875.67</b>	<b>\$221,146.00</b>	<b>\$138,729.67</b>	<b>62.7322%</b>
<b>(1) Unbudgeted reimbursement regarding workers compensation</b>				
<b>(2) Activity more than expected</b>				
<b>(3) Below budget at this time</b>				
<b>(4) More contractors instead of wages</b>				
<b>(5) Under budget at this stage difficult to budget</b>				

## 5.4 Manager Community Development – Mrs. Lona Turvey

Community Development

### Christmas Parade and Carols

People lined the streets in Triabunna for the Christmas Parade and Carols held on Friday, 21<sup>st</sup> December, 2018.

The number of floats this year was greater than previous years and all were of a very high standard. The winner of the \$500 prize donated by the Spring Bay Hotel was the Orford Pony Club.

The Derwent Scottish Pipe Band led the parade and played carols afterwards while everyone enjoyed a free barbecue provided by the Spring Bay Lions Club.

The Balloon Lady attracted a large crowd of children who were fascinated with the amazing balloon sculptures she created and they all loved her magic show which followed.

### Festival of Small Halls

The Festival of Small Halls Australia is a series of tours that take the best folk and contemporary acoustic artists performing at two large festivals (Woodford Folk Festival and Illawarra Folk Festival) and send them on the road to tiny halls in communities all over Australia.

On **Tuesday, 15<sup>th</sup> January, 2019**, Fru Skagerrak from Scandinavia and Australian Liam Gerner will be performing at the Triabunna Community Hall at 7.00 p.m.

### Australia Day Citizenship Awards Presentation Ceremony

Council's Australia Day event will be held at the Triabunna Community Hall on Saturday, 26<sup>th</sup> January, 2019 at 2.00 p.m. to present the Glamorgan Spring Bay Australia Day Citizenship Awards.

Australia Day Ambassador, Rosalie Martin, will attend the event and present the Australia Day address. Rosalie is a criminologist, an accredited facilitator with the Centre for Courage and Renewal and a clinical speech pathologist with more than 30 years' experience. The Mayor will present the Glamorgan Spring Bay Australia Day Citizen Awards to the 2019 recipients, Gavan Barber and David Kirk of Orford.

### Community Small Grants Programme

NAME	DONATED	COUNCIL MINUTE
Bicheno Primary School Association	\$1,000	89/18
Lions Club of Spring Bay Inc. – "Cars on the Coast"	\$1,000	90/18
Spring Bay Neighbourhood Watch	\$1,000	91/18
Swansea Community Christmas Group	\$1,000	92/18
Eastcoast Regional Development Organisation Inc.	\$1,000	102/18
Swansea Primary School	\$600	103/18
Earth Ocean Network Inc.	\$1,000	116/18
Swansea Chamber of Commerce & Tourism	\$1,000	117/18
Swansea Primary School	\$1,000	141/18
Spring Bay Youth Hub	\$1,000	142/18
Lions Club of Spring Bay	800	150/18
<b>Total</b>	<b>\$10,400</b>	



<b>Profit &amp; Loss</b>				
Glamorgan Spring Bay Council				
COMMUNITY DEVELOPMENT AND ADMINISTRATION				
For the month ended 31 December 2018				
	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>				
GRANTS	\$0.00	\$0.00	\$0.00	
OTHER INCOME	\$6,346.07	\$8,750.00	-\$2,403.93	-27.4735% (1)
RATES AND CHARGES	\$0.00	\$0.00	\$0.00	
SHARE OF GENERAL RATE	\$467,293.00	\$467,293.00	\$0.00	0.0%
USER FEES	\$0.00	\$0.00	\$0.00	
<b>Total Income</b>	<b>\$473,639.07</b>	<b>\$476,043.00</b>	<b>-\$2,403.93</b>	<b>-0.5%</b>
<b>Gross Profit</b>	<b>\$473,639.07</b>	<b>\$476,043.00</b>	<b>-\$2,403.93</b>	<b>-0.505%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$20,500.00	\$20,500.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$129,112.33	\$180,125.00	-\$51,012.67	-28.3207% (2)
FINANCE COSTS	\$0.00	\$0.00	\$0.00	
MATERIALS AND SERVICES	\$72,101.28	\$68,250.00	\$3,851.28	5.6429% (3)
PLANT HIRE - INTERNAL CHARGES	\$0.00	\$0.00	\$0.00	
<b>Total Operating Expenses</b>	<b>\$221,713.61</b>	<b>\$268,875.00</b>	<b>-\$47,161.39</b>	<b>-17.5403%</b>
<b>Operating Profit</b>	<b>\$251,925.46</b>	<b>\$207,168.00</b>	<b>\$44,757.46</b>	<b>21.6044%</b>
(1) Minimal Dollars				
(2) Below budget at this time				
(3) Above budget incorrect allocation transfer to corporate				

## 5.5 Manager Buildings & Marine Infrastructure, Mr Adrian O'Leary

Boat Ramps & Jetties · Triabunna Marina · Council Buildings · Planning, Building & Technical Compliance when required ·

### Public Amenities and Buildings:

- General building maintenance to all buildings is carried out when required.
- **Swansea Loo with a View**

Construction has commenced on the Loos with a View toilet facilities at Jubilee beach, Swansea. The main steel frames and gangway fabrication have been ordered and are under production off site as per the engineering specifications. TasWater has supplied the Certificate of Certifiable Works enabling the project to commence. TasWater will be proving the sewer connection to the new toilets. Positions for the main Turpentine piles have been marked and pegged by the Surveyor and are ready for the pile driving and installation.

- **Triabunna Recreation Ground**

Construction has commenced on the extension to the Triabunna football clubrooms. The extension will include a large glazed viewing area in front of the existing clubrooms. Part of the new extension will house new male and female toilets and disabled accessible facilities. Contractors are installing the concrete slab and the steel fabricator for the main frame is being sourced.

Council Buildings			
Category	No.	Sub-Category	No.
Community Facility	27	Halls	9
		Community Service Buildings	18
Municipal Facility	16	Council Depot structures	13
		Administrative Office structures	3
Recreation Facility	12	Change Rooms	2
		Club Rooms	4
		Pavilion	1
		Playing Surface (Tennis)	1
		Misc. Structures	4
Public Toilets	18	Toilets	18
Shelters & Monuments	14	Monuments	1
		Public Shelters	13
Waste Management Facility	4	Buildings & Sheds	4
Total Buildings Listed	91		91

## MARINE INFRASTRUCTURE:

### Boat Ramps and Jetties:

- General maintenance is carried out on Council owned boat ramps and jetties.
- **All Boat Ramps**  
Glamorgan Spring Bay Council's Natural Resource Management team have cleaned all the public boat ramps in the Municipality ready for the summer period. They have used the high-pressure steam cleaner to remove and reduce the algae growth so they will not be slippery and dangerous.
- **Swansea Swan River Road Boat Ramp**  
Council was successful in securing Recreational boating fund money to replace the Swan River Road boat ramp jetty. The design for the new floating landing platform is being finalised between Council and MAST. The existing ramp jetty is badly weathered and constantly needing repair.
- **Bicheno and Coles Bay boat ramps**  
During the busy Christmas period, both these boat ramps sustained damage to the access jetties and pontoons.

### Triabunna Wharf and Marina:

- Ongoing general maintenance and inspections are carried out as required.

Council Marine Infrastructure	
Public Boat Ramps throughout Municipality	14
Fishing Boats paying yearly fee at the Triabunna Wharf	4
Marina Berths occupied by Commercial Fishing Boats (Triabunna)	24
Marina Berths occupied by Recreational Boats (Triabunna)	81
Marina Berths occupied by Ferries or Tour Boat operators	3
Waiting list for Large Commercial Fishing Boat Berths (Triabunna)	6
Waiting list for Recreational Boat Berths (Triabunna)	11
Available Small Boat Berths (Triabunna)	6



<b>Profit &amp; Loss</b>				
Glamorgan Spring Bay Council				
BUILDINGS AND MARINE INFRASTRUCTURE				
For the month ended 31 December 2018				
	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>				
CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	
GRANTS	\$270,918.33	\$18,000.00	\$252,918.33	1405.1018% (1)
OTHER INCOME	\$7,271.64	\$400.00	\$6,871.64	1717.91% (3)
RATES AND CHARGES	\$0.00	\$0.00	\$0.00	
SHARE OF GENERAL RATE	\$421,354.00	\$421,354.00	\$0.00	0.0%
STATUTORY FEES AND FINES	\$0.00	\$0.00	\$0.00	
USER FEES	\$222,215.98	\$238,000.00	-\$15,784.02	-6.6319% (2)
<b>Total Income</b>	<b>\$921,759.95</b>	<b>\$677,754.00</b>	<b>\$244,005.95</b>	<b>36.0%</b>
<b>Gross Profit</b>	<b>\$921,759.95</b>	<b>\$677,754.00</b>	<b>\$244,005.95</b>	<b>36.0021%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$145,000.00	\$145,000.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$92,531.19	\$122,848.00	-\$30,316.81	-24.6783% (2)
FINANCE COSTS	-\$3,141.19	\$35,000.00	-\$38,141.19	-108.9748% (4)
MATERIALS AND SERVICES	\$411,445.76	\$132,916.00	\$278,529.76	209.5532% (1)
PLANT HIRE - INTERNAL CHARGES	\$0.00	\$600.00	-\$600.00	-100.0%
<b>Total Operating Expenses</b>	<b>\$645,835.76</b>	<b>\$436,364.00</b>	<b>\$209,471.76</b>	<b>\$0.48</b>
<b>Operating Profit</b>	<b>\$275,924.19</b>	<b>\$241,390.00</b>	<b>\$34,534.19</b>	<b>14.3064%</b>
(1) Related to expenditure in Materials and Services money in/money out				
(2) Below budget at this time. Will even out over time				
(3) Unexpected reimbursement not budgeted-Prosser River				
(4) Timing of installment				

## 5.6 Manager Natural Resource Management, Ms Melanie Kelly

Natural Resource Management: Sustainability: Catchments To Coast

### Programs and Projects

*Continue to support integrated catchment management through the Catchments to Coast (C2C) program and the implementation of catchment management plans.*

#### Catchment plans

Dr Nicky Meeson is working on the review of the draft Prosser Catchment Plan in consultation with the relevant stakeholders.

#### Bushwatch

##### Illegal firewood harvesting

A report detailing the extent of the illegal firewood harvesting on Sustainable Timbers Tasmania land in Buckland is complete. It will be tabled for discussion at the next Illegal Firewood Harvesting working group meeting. This working group is on hold until NRM South have clarity moving from the federal government.

#### Catchments to Coast

NRM South are still in negotiations with the Federal and State Government regarding funding arrangements moving forward. Our discussions with NRM South are ongoing regarding our role in the tender re-submission to the Australian Government's National Landcare Program Regional Land Partnerships Program. Moulting Lagoon has been clearly identified by the Federal Government as a priority for a four year funding proposal. The Apsley Marshes Ramsar Wetland is also eligible for inclusion in the project proposal. Discussions with eligible landholders are progressing well and an overall draft project proposal will be completed by the end of January. This draft project is being designed to impact measurably on the Regional Land Partnerships Program Outcome 1: *By 2023, there is a restoration of, and reduction in threats to, the ecological character of Ramsar sites, through the implementation of priority actions.*

Further information about the Regional Land Partnerships Program and Outcome 1 (Ramsar) is available here <http://www.nrm.gov.au/regional-land-partnerships>

*Continue to implement the GSB Weed Management Plan.*

Response to requests for advice and support around weed issues is ongoing.

The weed control contract for State Growth over 18/19 has been signed and works have commenced.

A mail out to property owners whose properties are known to contain serrated tussock has been completed. This included a letter reminding property owners of their responsibilities under the *Weed Management Act 1999* and a Weed Action Plan which the NRM team can assist them in preparing. Part of this process will include property visits and mapping.

*Continue to be involved in and seek funding/resources from regional, state and national NRM programs.*

Ongoing

There have been some hold ups in acquiring the necessary equipment for the VR Roadshows. An extension has been granted and the project will be delivered early in the New year. Ongoing.

*Ensure that Council continues to meet relevant NRM legislative obligations and communicate this to the community via newsletters and other forums.*

Ongoing including participation in the statewide planning scheme as it relates to the management of natural resources.





*Continue to support the GSB NRM Committee as a key link between Council and the community on NRM issues, as well as supporting other community groups with NRM objectives.*

Ongoing

The next GSB NRM Committee meeting will be held on Wednesday 13<sup>th</sup> February from 10am in the Swansea Town Hall.

A revised NRM Terms Of Reference is included as a separate report to Council for endorsement.

The GSB NRM team continues to provide support to other community groups including the Bicheno Earth and Ocean Network, the Friends of Rocky Hills, the Dolphin Sands Ratepayers Association (DSRA), the Swanwick Association, Friends of Triabunna Reserves, the Bushland Gardens Committee and the Orford Community Group (OCG) as well as individual volunteers.

*Continue to work and develop partnerships with Parks and Wildlife Service, Crown Land Services, TasWater, DPIWWE, Department of State Growth, service providers, contractors and other agencies with regards to NRM values on public land.*

Ongoing follow up with a number of agencies regarding weed issues and management for special values. Discussions regarding on ground works are ongoing Crown Land Services, TasWater and TasNetworks.

Discussions ongoing with Crown Land Services regarding a more cooperative and strategic way forward with regards to managing Crown Land across the municipality.

*Continue to participate in a range of climate change mitigation and adaptation initiatives, including the implementation of the Climate Change Corporate Adaptation Plan (CCCAP).*

Ongoing

#### Communities and Coastal Hazards Project

Council has received the draft Climate Resilient Councils Project Report for Glamorgan Spring Bay to review. This project provides an opportunity to better understand how well our current governance arrangements support the resilience of your operations and service delivery under a changing climate. The project is a key action under *Climate Action 21: Tasmania's Climate Change Action Plan 2017-2021*, which sets the Tasmanian Government's agenda for action on climate change through to 2021.

#### Cities Power Partnership

Other Tasmanian Councils have signed up and initial discussions around joint initiatives are underway. A plan for how council will achieve its pledges is currently being prepared. One of the potential areas of emissions reduction for GSB is participation in electric vehicle uptake and charging proposals currently being formed in Tasmania. To that end EV Tasmania have requested a workshop to be scheduled for GSB Councillors and relevant staff at the earliest opportunity. EV charging stations are soon to be installed in major population centres in Tasmania and the prospects for the East and West Coasts are being considered now.

*Continue support for annual community events such as National Tree Day, Clean Up Australia Day, Tidy Towns as well as other markets, festivals and school activities.* Ongoing

Council's Sustainability Officer and Manager Community Development accompanied the Tidy Towns State Judge to award certificates to 2018 Tidy Towns winners in Bicheno. Bicheno Primary and Kids Earth Ocean Network won the State Youth Award for their excellent achievements in sustainability and care for the environment. Council's NRM department was also acknowledged for the collaborative revegetation project conducted at Moulting Lagoon with project partner Brown Brothers.

*Continue to work with Council's Regulatory Services Department to ensure that development assessments strive to meet Triple Bottom Line Principles.*

Ongoing input into planning applications as required.

*Continue participation and development of sustainability initiatives, in particular energy use, sustainable waste management, community gardens, both for Council and the community.*  
Ongoing as opportunities arise.

*Develop systems and capacity to protect and enhance Aboriginal Heritage values whilst building relationships with the community.*  
Ongoing

*Continue to work with Council's Works Department, community and other relevant agencies in the strategic management of Council owned, leased and licensed public reserves, with a particular focus on the protection of natural assets through the implementation of vegetation management plans for reserves in each town.*  
Ongoing.

Ongoing fire management work is being undertaken in council reserves are resourcing allows. No more fuel reduction burning will now be undertaken due to the high Soil Dryness Index.

Dumping of garden waste on coastal reserves continues to be an issue with a report to Council to be prepared outlining a strategic response going forward.

A working group will be established in 2019 to progress the draft Masterplan for the Orford Bird Sanctuary and surrounds as per the outcome of a Council workshop. The Crown Land leases for the greater area are in train and it is proposed to hold a workshop with the new Council to discuss all of this prior to finalisation. New interpretative signs were attached to the fence prior to Christmas. The new signs are located adjacent to the Dog Management Declared Area signs to further public awareness of the species that utilise the Sanctuary.

A section of the fencing around the Bird Sanctuary was cut in approximately 15 places just before Christmas. Upon visiting the site for his regular monitoring on behalf of Council and MAST Dr. Eric Woehler observed the cut fence and at least two dogs with owner within the bird sanctuary. NRM staff repaired the fence on Christmas morning just prior to the huge influx of visitors that traditionally arrive on Boxing Day. The damage to the fence has been reported to the Tasmanian Police.

Up to forty adult Fairy Terns have been monitored in and around the Sanctuary with up to twenty nests with eggs, chicks and now fledging in the air all being observed by Birdlife Tasmania. There are also two Pied Oystercatcher chicks almost at fledging stage and at least another one young chick that can be regularly seen foraging with its parents along the backwaters edge from the Radar Beach carpark.

*Development and implementation of action plans, strategies and policies in consultation with relevant sections of Council and other key stakeholders. In particular the Native Flora and Fauna Management Plans, Weed Management Plan and Catchment Management Plans.*  
Ongoing.

Research into the establishment of the Pulchella Community Nursery is ongoing.

*Continue to initiate, encourage and participate in skills development and training opportunities, and make these available to community whenever possible.*  
Council Parks and Reserves and NRM staff are now well into their Certificate IV and II in Conservation Land Management and Horticulture and getting recognition for their work.



<b>Profit &amp; Loss</b>				
<b>Glamorgan Spring Bay Council</b>				
<b>NRM</b>				
<b>For the month ended 31 December 2018</b>				
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>
<b>Income</b>				
GRANTS	\$10,168.00	\$8,000.00	\$2,168.00	27.1% (1)
OTHER INCOME	\$1,050.91	\$2,600.00	-\$1,549.09	-59.5804% (2)
RATES AND CHARGES	\$0.00	\$0.00	\$0.00	
SHARE OF GENERAL RATE	\$244,000.00	\$244,000.00	\$0.00	0.0%
USER FEES	\$270.00	\$20,000.00	-\$19,730.00	-98.65% (3)
<b>Total Income</b>	<b>\$255,488.91</b>	<b>\$274,600.00</b>	<b>-\$19,111.09</b>	<b>-7.0%</b>
<b>Gross Profit</b>	<b>\$255,488.91</b>	<b>\$274,600.00</b>	<b>-\$19,111.09</b>	<b>-6.9596%</b>
<b>Less Operating Expenses</b>				
DEPRECIATION AND AMORTISATION	\$5,500.00	\$5,500.00	\$0.00	0.0%
EMPLOYEE BENEFITS	\$159,425.27	\$140,320.00	\$19,105.27	13.6155% (4)
FINANCE COSTS	\$0.00	\$0.00	\$0.00	
MATERIALS AND SERVICES	\$12,987.69	\$21,500.00	-\$8,512.31	-39.5921% (5)
PLANT HIRE - INTERNAL CHARGES	\$1,500.00	\$7,000.00	-\$5,500.00	-78.5714%
<b>Total Operating Expenses</b>	<b>\$179,412.96</b>	<b>\$174,320.00</b>	<b>\$5,092.96</b>	<b>2.9216%</b>
<b>Operating Profit</b>	<b>\$76,075.95</b>	<b>\$100,280.00</b>	<b>-\$24,204.05</b>	<b>-24.1365%</b>
(1) Grants above budget at this stage				
(2) Minimal dollars				
(3) Minimal Private works at this stage				
(4) Above budget at this time will even over time with other department work				
(5) Below budget usually related to level of private works				

**Recommendation:**

That the Management Reports be received and noted.

## **6. Section 24 Committees**

### **COMMENTS:**

Minutes of any Section 24 Committee Meetings, which have been submitted will be discussed at this time.

- 6.1 NRM Committee Meeting Minutes – 14<sup>th</sup> November, 2018 (Draft)**
- 6.2 Triabunna Community Hall Meeting Minutes – 26<sup>th</sup> November, 2018**
- 6.3 Response to Spring Bay Eldercare Unit Energy Audit Request**
- 6.4 Request for costs related to Council's recreation grounds**

**David Metcalf**  
**General Manager**

### **Recommendation:**

That Council receives and notes the minutes of any Section 24 Committees presented.

## 6.1 NRM Committee Meeting Minutes – 14<sup>th</sup> November 2018 (Draft)



# GSBC NRM Committee Meeting No. 61 Minutes Eastcoaster Resort, Orford Wednesday 14<sup>th</sup> November 2018, 10:00am

### 1.0 PRESENT

Deputy Mayor Cheryl Arnol (Chair), David Tucker (Vice Chair), Mel Kelly (GSBC Manager Natural Resources), Cynthia Maxwell-Smith (GSBC Sustainability Officer), Nicky Meeson (GSBC Biodiversity Officer), Rosie Jackson (GSBC NRM Officer), Kate Hibbert (Department of Defence), Steve Heggie (PWS Freycinet), Jane Wing (Orford Community Group), Alan Morgan (Coles Bay), Judy Broadstock (Bicheno Earth & Ocean Network), Hayden Dyke (Oyster Bay Oysters), Gary Stoward (Dolphin Sands), Annie Browning (ECPPA), Kath Hitchcock (PWS Triabunna Field Centre), Rose Jarvis (Bicheno), Derek Madsen (*Banwell*).

### GUESTS

Donna Stanley (PWS), Erin Upton (PhD candidate Portland State University), Trent Swindells (TasWater), Rebecca Sayles (TasWater).

### 2.0 APOLOGIES

Terry Higgs (GSBC), Diana Nunn (Coles Bay), Sergeant Marcus Pearce (Tasmania Police), Ben Fleer (Brown Brothers Devils Corner Vineyard), David Bromfield (NRM South), Tim Stephens (Tassal).

### 3.0 CONFIRMATION OF PREVIOUS MINUTES

Confirmation of previous minutes from GSB NRM Committee meeting no. 60:

**Moved:** Jane Wing      **Seconded:** David Tucker      *Carried unanimously.*

### 4.0 MATTERS ARISING FROM THE MINUTES OF LAST MEETING

**Following the local government election, submit the revised Terms of Reference to a Council meeting agenda and enquire about the revision of Section 24 Committee Guidelines.** Mel advised that this will be done after the new Councillors have been elected. Councillor representatives on Section 24 Committee's will be decided upon at the November Council meeting.

**Follow up with CLS regarding follow up weed control and walking track development on unmade road reserves in Swansea.** Mel advised that this remains on the list of topics to discuss with the new CLS representative. At present, the focus is on serrated tussock on Crown Land.

**Distribute Great Eastern Clean Up information to Committee members.** Done.

**Committee to write to Council to request that strategic planning be undertaken in regards to public toilet facilities in GSB, with priority given to sites where the absence of toilets is impacting on existing industries.** This has been added as an action on Council's *Motion Tracking Document*, which is an attachment to the Council meeting agendas.

**Contact DPIPWE and TasWater regarding a meeting about Swansea water, the Swan River, and other northern rivers and attending a Committee meeting.** Mel noted that two representatives from TasWater are attending today. In their response to Mel's email, the Water and Marine Resources Division of DPIPWE have advised that they are looking to hold a workshop in Swansea in the near future regarding water management issues in the Swan catchment. They are aware of the issues in the Swan catchment. Mel has suggested that they also conduct a workshop regarding the Apsley catchment.

**Fill in DPIPWE paperwork to nominate briar rose as a declared weed.** Done.

**Compile an article on briar rose for inclusion in the next edition of SeaSpeak.** Done.

**Ask a representative from the STCA Waste Group to attend a future Committee meeting to discuss their current projects.** Mel has contacted the group who have been in abeyance. Mel hopes to be able to report back at the next Committee meeting after attending a future meeting of the group.

**Ask a representative from the State Government's Coastal Hazards project to present at a future Committee meeting.** Mel advised that she has contacted the project team and a representative would like to attend a future meeting.

### 5.0 COMMITTEE CORRESPONDENCE

#### Outgoing:

Nil further.

#### Incoming:

- Email from Sergeant Marcus Pearce with a Bush Watch update for the Committee.
- Email from David Bromfield, recently appointed Operations Manager at NRM South, advising that he will be the new NRM South representative on the Committee. David is an apology today but has provided an update via email to be read out to the Committee.

Mel advised that she and Rosie are currently working on the draft Ramsar project for the NLP 2 tender. Tomorrow the General Manager, Committee Chair, Vice Chair, Mel and Rosie will be meeting with NRM South's new Operations Manager, the Chair of the NRM South board and an NRM South board member to discuss this and the current situation with NRM South.

## **6.0 BUSINESS ARISING FROM CORRESPONDENCE**

Nil further.

## **7.0 COMMITTEE ROUND TABLE**

Jane: Recently there has been concerns raised by a small number of property owners adjacent to the Orford Bird Sanctuary about the fence erected in the Sanctuary. Jane advised that the Orford Community Group fully supports activities to try to protect the habitat of the threatened shorebirds.

*Steve Heggie arrived 10:30am.*

Mel: As per reports to Council, Council staff have been liaising with PWS and MAST to develop a draft master plan for the Orford Bird Sanctuary. Last breeding season the EPBC listed Fairy Terns abandoned their nesting attempts in the Sanctuary because of disturbance. Council are working with PWS and Orford Primary School students to develop additional interpretative signage for the area. Cheryl suggested that a communications strategy be developed regarding the Sanctuary. Mel advised that Council are currently negotiating a new lease agreement for the Sanctuary area (as well as the recreation and Prosser channel lease) with the State Government and that once this has been determined then communications actions will be undertaken regarding the draft master plan for the Sanctuary.

Gary: The Swansea RSL sub-branch, Historical Society and community members are currently working together to scope out the possibility of an Avenue of Honour at the northern entrance to Swansea.

David: has been involved in a work capacity in the planning of a tourism proposal at Moulting Lagoon. Plans for this proposal meet requirements but there may be other proposals in the pipeline. The EOI process goes through the office of the Coordinator General.

Alan: concerns regarding vegetation in the Swanwick foreshore reserve posing a fire threat. Steve advised that he disagreed with these concerns as the fuel loads in this reserve are insignificant. Kath advised that she has had people approach her with similar concerns in the Orford area, but that similarly to Swanwick, the foreshore reserves in Orford have insignificant fuel loads. There is a difference between perceived threats and real threats. The PWS and TFS use science, evidence and strategy when planning fuel reduction activities and assessing threats. Mel noted that the 'fire threat' is often used as an excuse to clear vegetation for views. Kate noted that the East Coast Emergency Committee is less active than committee's in other areas of Tasmania. If this Committee could become more active again it might be a good way to communicate coordinated, cross-agency messages regarding threats (or perceived threats) and fuel reduction strategies.

Alan: regarding the announcements about sewage for Coles Bay, does this include the Swanwick area? Also, are property owners obligated to connect if they have an existing compliant WTS? Cheryl noted that this was a State Government announcement and she understands that they are only at the stage of preliminary discussions regarding details.

Rose Jarvis: Spanish heath seeds from a property in Break O'Day are blowing onto her property and the National Park. Mel agreed to follow up with Break O'Day Council about this.

Derek: is anyone working to secure grants for weed control, particularly serrated tussock, on private and public property? Please keep looking for opportunities. Also concerns about fuel loads on private properties where owners are not making any attempt to undertake fuel reduction activities. Mel advised that she will ask the Fuel Reduction Unit who is best to attend a future Committee meeting to speak about their work.



Kate: The State Government made an election commitment of \$5 million over 5 years for strategic weed control actions. Hopefully this will come to fruition soon. David asked if we should contact the Invasive Species Branch to express our interest in the program and some of the priority weed issues we are facing. Mel agreed and will email the ISB.

Judy: KEON won the 2018 KAB Tas Youth Award and there will be a big celebration of this achievement at the end of year assembly. EON has now got all the equipment for their coastal cinema. Dogs continue to be a problem chasing birds on beaches, particularly at Redbill, and also preying on penguins.

Hayden: Thanks to Cynthia, Mel and all involved in the Great Eastern Clean Up, it was an amazing project. BirdLife Tasmania have been to look for nesting Terns but the river mouth has changed this year so it is not suitable at present. However, there appears to be a good recruitment of oystercatcher chicks. Serrated tussock continues to spread, a strategic plan is required and efforts need to continue. The issue of effluent at Saltworks is ongoing.

Annie: the State Government and the community need to recognise that farmers on the east coast are doing it tough in extremely dry conditions.

Steve: PWS campfire restrictions are now in force until April 2019. Penalties apply for breaching restrictions. Gas stoves are permitted.

*Tea/coffee break 11:40am – 11:55am*

**Guest, Erin Upton (PhD candidate, Portland State University):** Erin's project is looking at how communities make decisions on water management from the local to national level. The lens used is wine regions experiencing climate change.

## 8.0 SUSTAINABILITY REPORT

Cynthia noted that most of her time has been consumed by the Great Eastern Clean Up which she will report on later in the meeting. 2018 KAB Tas awards: Bicheno won their population category; as mentioned by Judy earlier – KEON won the Youth Award; Council and Devils Corner won an award for the Moulting Lagoon revegetation project; and Friends of Freycinet won an award for their work in the Rita and Doris Reserve. The KAB Tas judge would like to visit Bicheno to present the awards – Cynthia to confer with Judy regarding a date. Cheryl suggested that the Committee send a letter of congratulations to all winners. Cynthia and Mel agreed this would be a good idea. Mel noted that she is also going to suggest to the new Councillors that they invite the Bicheno students to present to them on their award winning work.

## 9.0 TREASURER'S REPORT

Mel distributed and spoke to the treasurer's report.

## 10.0 GSBC NRM DEPARTMENT REPORTS

As usual, Department reports are available on the Council website in the monthly Council agenda's.

There are climate change and coastal hazards projects in the pipeline.

In regards to the weeds, the focus in recent months has been on serrated tussock.

Two staff attended a Chilean needlegrass workshop – this weed is an emerging problem in Tasmania. Mel to circulate information to the Committee for members to share through their networks.

Mel to email neighbouring Council's regarding priority weed control in local government boundary areas.



## **11.0 BRIEFING & DISCUSSION MARINE DEBRIS WORKING GROUP/GREAT EASTERN CLEAN UP**

Cynthia thanked the many individuals, agencies, groups and businesses who pulled together to deliver an incredible result for the inaugural Great Eastern Clean Up. A comprehensive report will be completed shortly. Cynthia presented a video depicting some of the many highlights. The marine debris working group will meet again post-event for a de-brief. The Great Eastern Clean Up involved more than 200 volunteers who cleaned up approximately 50 sites and collected more than 80 cubic metres of rubbish. The project was a collaborative success with community organisations, government agencies, businesses and individuals all working together to achieve the objective of cleaning up Glamorgan Spring Bay.

*Lunch 12:40pm – 1:05pm*

## **12.0 GUEST SPEAKER DONNA STANLEY, PROJECT MANAGER – EAST COAST, PARKS & WILDLIFE SERVICE: DRAFT FREYCINET PENINSULA & MARIA ISLAND MASTER PLANS**

*The Chair welcomed Donna.*

Donna provided background to the draft Freycinet Peninsula Master Plan. It came about primarily as a result of concerns about increasing tourist numbers and over-crowding. The draft Plan covers not just the National Park, but also Council land and private land including the Coles Bay village area. It is designed to be a 20 year plan. It is important to differentiate between the National Park Management Plan and this draft Master Plan.

A question and answer style discussion followed.

The proposal for a Moulting Lagoon walking trail has been removed from the Plan at this point in time.

Toilets and sewage are a focus of the Plan.

There was a significant number of submissions received during the public consultation period. The project team is currently working through these and waiting on results of natural values reports. At this stage it is unsure as to whether there will be another opportunity for public consultation before the plan is finalised.

Due to running out of time, the Chair invited Donna to attend another Committee meeting in the future to discuss the draft Maria Island Master Plan.

*The Chair thanked Donna for attending the meeting.*

## **13.0 GUEST SPEAKERS TRENT SWINDELLS, COMMUNITY ENGAGEMENT OFFICER AND REBECCA SAYLES, ASSET MANAGER ENGINEER, TASWATER**

*The Chair welcomed Trent and Rebecca.*

Trent provided some context and background regarding TasWater's breadth and depth of roles and responsibilities. Whilst repairs to the Swansea Dam are complete, it is of course still possible that there may be water restrictions in Swansea. Annie congratulated TasWater on the completion of the Swansea Dam project.

*Chair Cheryl Arnol and Annie Browning departed at 1:50pm.*

*David Tucker took the position of Chair for the remainder of the meeting.*

Trent advised that TasWater are well aware of the concerns about environmental flows in the Swan River and implications for the Ramsar site. David noted that concerns within the community are not regarding TasWater or Tasmanian Irrigation. Rather the concerns are about the other, unmetered takes from the Swan River.

In regards to Orford/Triabunna, Trent noted that a new, larger dam is needed and that TasWater supports the Prosser Plains Raw Water Scheme.

In Bicheno, upgrades to the sewage treatment plant have been listed as a priority by both TasWater and the EPA. The Jetty Road pump station upgrade has been completed. TasWater will be attending the Bicheno Food and Wine Festival this weekend.

Coles Bay is on TasWater's watch list for water restrictions. Alan suggested that TasWater attend a FAI meeting to enhance communications with Coles Bay businesses and community members. Mel suggested that TasWater utilise Council's newsletter (SeaSpeak) as another means of enhancing communication across the municipal area. Trent advised that Coles Bay is a particularly complex place to communicate messages regarding water and sewage due to the large volume of transient visitors.

Trent noted that TasWater is monitoring the whole east coast area in light of rainfall and projected temperatures. Climate change forms a big part of TasWater's planning.

*The Chair thanked Trent and Rebecca for attending the meeting.*

## **14.0 OTHER BUSINESS**

Judy raised a concern on behalf of EON regarding the large pile of building rubbish that has been accumulating on private property near Peggy's Point for over a year. Mel requested that Judy/EON put this concern in writing in an email to Mel and Mel will then follow up with the Regulatory Services Department.

### **2019 meeting dates**

Wednesday 13<sup>th</sup> February 2019

Wednesday 8<sup>th</sup> May 2019

Wednesday 14<sup>th</sup> August 2019

Wednesday 13<sup>th</sup> November 2019

*Meeting closed at 2:40 pm.*

### **NEXT MEETING**

**Next Meeting Location:** Swansea (TBC)

**Next Meeting Date:** Wednesday 13<sup>th</sup> February 2019

### **ACTION ITEMS**

1. Following the local government election, submit the revised Terms of Reference to Council and enquire about the revision of Section 24 Committee Guidelines. Who: Mel.
2. Follow up with CLS regarding follow up weed control and walking track development on unmade road reserves in Swansea. Who: Mel.
3. Ask a representative from the STCA Waste Group to attend a future Committee meeting to discuss their current projects. Who: Mel.
4. Request that the Fuel Reduction Unit attend a future meeting to present to the Committee. Who: Mel.
5. Email the ISB regarding the State Government's commitment to a \$5 million weed fund. Who: Mel.
6. Circulate information to the Committee regarding Chilean needlegrass. Who: Mel.
7. Email neighbouring Councils regarding priority weed control in local government boundary areas. Who: Mel.
8. Invite the Maria Island Master Plan Project Manager to speak to the Committee. Who: Mel.

Signed by the Chair

Date:

## 6.2 Triabunna Community Hall Committee Meeting Minutes – 26<sup>th</sup> November, 2018



### Triabunna Community Hall Section 24 Committee Meeting

## MINUTES (draft)

**MEETING HELD:** Monday 26<sup>th</sup> November 2018, Triabunna Community Hall

**MEETING OPENED:**

The Chairperson welcomed members and declared the meeting open at 5.10pm.

**PRESENT:**

Deputy Mayor Jenny Woods (Chairperson), Judy Mollineaux, Kaylene Lee, Malcolm Bishop and Tony Pollard.

Chairperson welcomed the members of the public in attendance.

**APOLOGIES:**

Gavan Barber (Secretary/Treasurer), Keri Handley, David Kirk and Howard Harris

**CONFIRMATION OF LAST MINUTES:** 13<sup>th</sup> August 2018

Moved: Kaylene Lee

Seconded: Judy Mollineaux

**CARRIED**

**MATTERS ARISING FROM PREVIOUS MINUTES:**

- Kitchen - Due to the recent Council elections Jenny is now arranging for Council's Environmental Health Officer Natalie Rogers to attend the next meeting to discuss requirements for setting up a new kitchen.
- Insufficient Hall Lighting - Judy enquired about the arranged meeting with Adrian O'Leary re additional lighting. Jenny informed this occurred and the lights are now installed and working.
- Electricity Invoices – Judy asked when the Committee would start being charged by Council for power usage.  
Note: Electrician has been organised to split the power meter between the Hall and Gatehouse so an accurate usage can be determined. This is proposed to happen prior to Christmas.
- Hall Opening Celebrations – Jenny recommended this goes on next meeting's agenda as Keri should be in attendance as part of discussions.
- Trestle Tables – Judy enquired if PUBS could borrow 4 trestles for the book fair from 21st December through to 14th January 2019. Committee approved use.

**GENERAL BUSINESS:**

- **Toilet Cleaning - Kaylene**

Regular toilet cleaning will recommence as Kaylene has been absent for a short period of time. Committee thanked Kaylene for her voluntary time in undertaking this 'not so pleasant' duty every Sunday.



- **Hall Hire Cleanliness – Judy**

Hall cleanliness following a recent Hall hire was discussed. Gavan was going to follow up with the hirer re unacceptable state of Hall following recent hire period and also unpaid fees.

- **Tapestries – Judy**

Judy said that the letter Tony tabled at the last Committee meeting about covering up the tapestries was read out inappropriately at the last Orford Odeon film night.

Jenny reread Tony's letter to the committee and re-iterated the instruction not to cover them up was from the General Manager due to public complaints and that they were placed in the Hall for display purposes and should be given the respect they deserve.

Judy stated that she also had received complaints about the reading of the letter in a public forum.

Jenny said the Orford Odeon is stopping showing movies to the local community as of December 2018 and the decision was entirely an Orford Odeon Inc decision and should be respected.

Jenny stated that the Committee advertise an 'Expression of Interest' within the local community to see if anyone would like to continue showing movies in 2019 due to popularity of the monthly event.

Committee agreed for Jenny to advertise an EOI and stated it would be a positive outcome for the community if continued.

Tony mentioned that information sheets are currently being developed for the tapestries explaining their history and will be installed at both the Triabunna and Orford Hall where the other 5 are displayed.

- **Hall Cleaning - Judy**

Judy said the recent spring clean undertaken by herself, Keri and Gavan was agreed to be done every 12 months. As a date has not yet been set could it be discussed at the next meeting when Keri is back as she was instrumental in establishing the 'Spring Clean' program.

- **Public comments re Tapestries - Malcolm**

Malcolm stated that he has also heard some negative comments about displaying the tapestries from local people.

**NEXT MEETING:**

February 19<sup>th</sup> 2019 – 5.00pm at the Triabunna Community Hall.

**CLOSE:**

Jenny wished everyone a merry Christmas and as there was no further business declared the meeting closed at 5.50 pm.

Minutes confirmed .....



**Chairperson**

Date 11-12-2018

## 6.3 Response to Spring Bay Eldercare Unit Energy Audit Request

**Motion:** *Eldercare Units, Triabunna*

**Decision:** 118/18

*Moved Cllr Debbie Wisby, seconded Cllr Richard Parker, that Council's Sustainability Officer undertakes a review of the Eldercare Units for innovative means of saving energy and costs such as installation of heat pumps, solar panels, insulation etc. and provides Council with a report detailing findings and costs and provides a presentation at a workshop before the end of November 2018. The Eldercare Committee is to be invited to the workshop.*

### **Response from Council's Sustainability Officer and Manager Buildings**

A comprehensive energy audit of the Eldercare units is unlikely to result in outcomes that benefit the residents or Council.

Council's Manager Buildings and Sustainability Officer assessed the Eldercare Units in 2013 to take advantage of energy efficiency grants available at the time. The only viable option was the installation of heat pump hot water units, which offer up to 90% savings compared to standard electric hot water units. This grant was successfully applied for and energy efficient hot water units were installed in 2014.

The roof size is not optimal for solar panels. The roof is also tiled which adds to the unsuitability of the roof for solar panels. It can be done but would incur significant additional cost. The energy and financial savings if solar panels were installed is also likely to be of low value. Most of the power is consumed at night and without spending tens of thousands of dollars on storage batteries and finding somewhere to put them the benefit would be minimal. The units already have ceiling insulation and as they are brick units on a concrete slab, wall and floor insulation are not possible.

When a change of tenancy occurs each unit is refurbished including upgrades to energy efficient lighting.

The heating units currently installed were thoroughly researched by local electrician and Eldercare Committee member Tony Brown, who chose the most economical heater suitable for installation in the position of the previous ones. These heaters are wired in to take advantage of the lowest tariff.

The only other potential energy efficient building refurbishment possible is to replace the window glass with double glazing or a cheaper method of window glaze refurbishment. Retrofitting with double glazing is very expensive and the improved heat retention potential may be significantly reduced by the quality and materials of the window frame. Budget aluminium windows often have a degree of flex in the frame which does not provide a strong enough seal to make double glazing a viable and worthwhile solution.

## 6.4 Request for costs related to Council's recreation grounds

At the December 2018 Ordinary Meeting of Council, Councillor Rob Churchill requested the costs associated with Council's recreation grounds. These are presented below for Council's information.

<b>Expenditure on Recreation grounds in the Council area</b>					
		<b>YTD 15-1-19</b>	<b>30/06/2018</b>	<b>30/06/2017</b>	<b>30/06/2016</b>
Triabunna		\$13,389.92	\$17,163.03	\$19,208.27	\$16,145.41
Swansea		\$16,412.80	\$20,754.46	\$17,693.73	\$16,243.95
Orford		\$1,374.58	\$2,880.83	\$3,644.71	\$1,244.99
Bicheno		\$2,141.22	\$2,961.80	\$2,899.98	\$1,831.02
Buckland		\$156.99	\$0.00	\$49.31	\$70.43
Coles Bay		\$0.00	\$818.18	\$0.00	\$925.77
Swanwick		\$0.00	\$590.53	\$68.86	\$115.35
<b>TOTAL</b>		<b>\$33,475.51</b>	<b>\$45,168.83</b>	<b>\$43,564.86</b>	<b>\$36,576.92</b>

## 7. Officers' Reports Requiring a Decision

### 7.1 Appointment of an Acting General Manager

**Responsible Officer – General Manager**

#### **Background**

The Council should consider the appointment of a permanent Acting General Manager when the General Manager is absent from the position for any reason in excess of three days. This will give the staff surety around who will take on this overall responsibility and provide a level of comfort and confidence for staff.

*Local Government Act 1993*

61B. Acting general managers

- (1) For the purposes of this section, a general manager is absent if –
  - (a) he or she is absent from duty for any reason; or
  - (b) he or she is otherwise unavailable or unable to perform the functions of the office of general manager; or
  - (c) the position of general manager is vacant.
- (2) The mayor may appoint a person to act in the office of general manager if –
  - (a) the general manager is absent and no person holds an appointment under [subsection \(4\)](#) ; or
  - (b) the general manager is absent and the person appointed under [subsection \(4\)](#) is absent from duty or otherwise unavailable or unable to act in the office of general manager.
- (3) An appointment under [subsection \(2\)](#) ends when the first of the following occurs:
  - (a) the general manager returns to duty;
  - (b) the term of the appointment expires;
  - (c) the mayor or the council revokes the appointment;
  - (d) a person is appointed as general manager under [section 61](#) .
- (4) The council may appoint a person to act in the office of general manager during every absence of the general manager.
- (5) An appointment under [subsection \(4\)](#) is for the term, not exceeding 5 years, specified in the appointment and ends when the first of the following occurs:
  - (a) the term of the appointment expires;
  - (b) the council revokes the appointment;
  - (c) if the appointment is to the holder of an office, the person ceases to hold that office.
- (6) While a person appointed to act in the office of general manager is acting as general manager, that person is taken to be the general manager.

#### **Statutory Implications**

Not applicable

#### **Budget Implications**

If there is an internal appointment the only budget implication is the difference in salary between the existing General Manager and that of the appointed Acting General Manager.



### **Recommendation**

1. That Council appoints Mr. Shane Wells – Development and Compliance Manager to the position of Acting General Manager under section 61B (4) of the Local Government Act for a maximum of four years in the absence of the General Manager or expiring on the permanent appointment of a different General Manager or when a new Council is sworn in, due October 2022.
2. That Council appoints Mr. Tony Pollard – Works Manager to the position of Acting General Manager should Mr. Wells be unavailable for any period when the General Manager is absent.



## 7.2 Road Naming - Swanwick

Responsible Officer – Manager Development and Compliance

### Purpose

To seek Council's approval for the naming of a road reserve within the Municipality.

### Background

Permit SA 2006/01 was approved by the Tasmanian Planning Scheme for 58 lots in Swanwick. The subdivision involves a new looped road depicted in Figure 1. Part of this future road is currently under construction.



Figure 1. Outline of road in blue.

The developer has been contacted and has suggested 'Alexander Avenue' as a road name. However, as Alexander Avenue exists in West Launceston the alternative of 'Alexander Way' has been proposed.

### Statutory Implications

Nil.

### Budget Implications

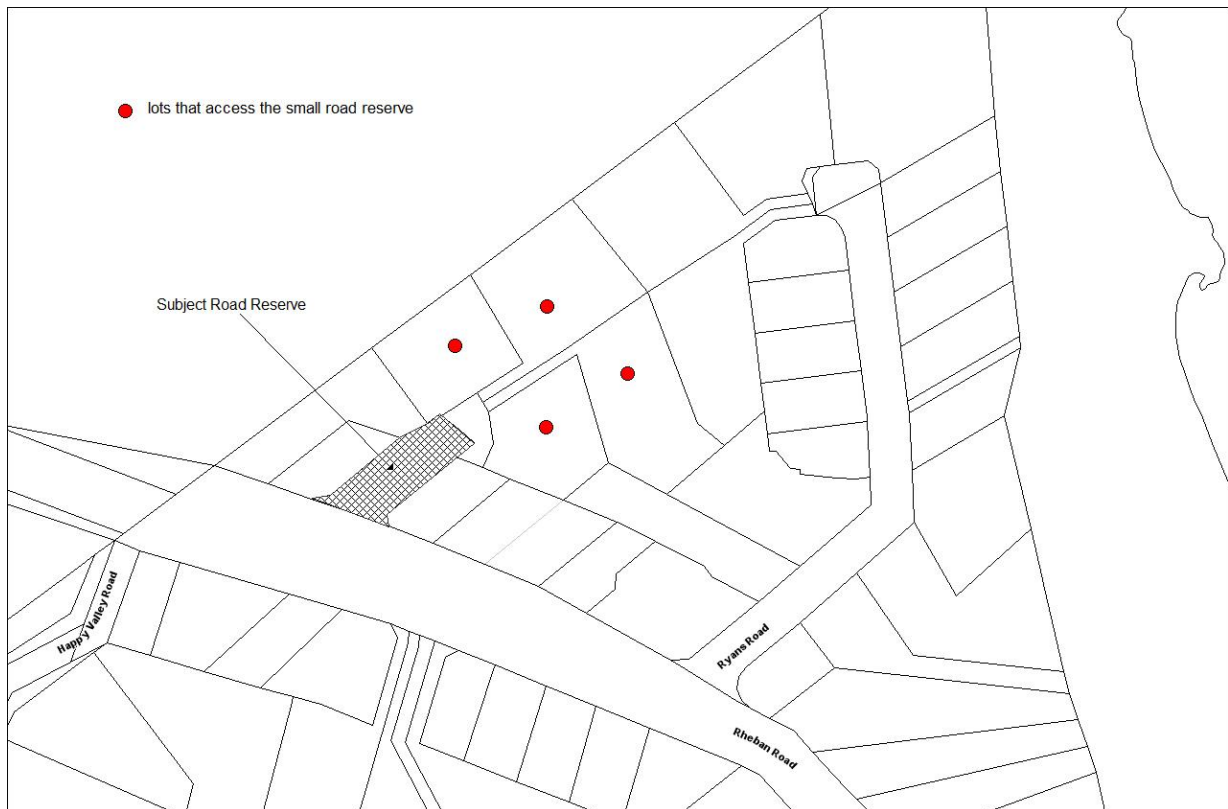
No direct financial implications.

**Recommendation**

1. That Council approves the naming of the road reserve as Alexander Way.
2. That the Nomenclature Board and all other relevant authorities be advised of Council's decision and Council's records updated.



## Attachment - Location maps



### **7.3 NRM Committee Revised Terms of Reference (Draft)**

**Responsible Officer – Manager Natural Resources**

#### **Background**

The Glamorgan Spring Bay Natural Resource Management (NRM) Committee is a Section 24 Special Committee of Council as per the *Local Government Act 1993*. As per the Glamorgan Spring Bay Council Guidelines for Section 24 Special Committees of Council, the NRM Committee has a Terms of Reference. The Committee reviews the Terms of Reference periodically. The current Terms of Reference is dated July 2016. In response to feedback, the Committee opted to review Section 2.1 of the Terms of Reference to update the stakeholder and community representation guide.

#### **Statutory Implications**

Nil

#### **Budget Implications**

Nil

#### **Recommendation**

That Council endorses the NRM Committee's revised Terms of Reference.

**Attachment: NRM Section 24 Committee Terms of Reference, December 2018 (Draft)**



**TERMS OF REFERENCE**  
**Glamorgan Spring Bay**  
**Natural Resource Management**  
**SECTION 24 COMMITTEE OF COUNCIL**  
**(~~December~~JULY 20186)**

**Schedule 1**

Clause 1	Glamorgan Spring Bay Natural Resource Management Committee
----------	---

**Schedule 2**

Clause 1	Purpose and Objectives of the Committee
Clause 2	Committee Structure and Term
Clause 3	Functions of the Committee
Clause 4	Restrictions on Committee Powers
Clause 5	Committee Meeting Procedure
Clause 6	Financial Requirements
Clause 7	Insurance
Clause 8	Alteration to Delegation and Terms of Reference
Clause 9	Conflict of Interest
Clause 10	Confidentiality

Pursuant to Section 24 of the *Local Government Act 1993*, Glamorgan Spring Bay Council (GSBC) hereby establishes a Special Committee as detailed in Schedule 1 and 2 below.

### **Schedule 1**

1. The name of the Special Committee shall be:

**Glamorgan Spring Bay Natural Resource Management Committee (NRMC)**

**Schedule 2 – This document shall be read in conjunction with the Guidelines for Section 24 Special Committees of the Glamorgan Spring Bay Council.**

### **1. Purpose**

1.1 The NRMC provides a means of exchanging information about, participates in and progresses NRM initiatives involving the community (via the committee), stakeholders and GSBC.

### **1.2 Objectives of the Committee**

To conserve and protect the natural environment and improve natural resource management in the Glamorgan Spring Bay municipal area by:

- carrying out, supporting and / or assisting with on-ground works that address priority environmental management and sustainability issues;
- carrying out, supporting and / or assisting with studies, research and projects to improve our knowledge of the natural environment and natural resources, and facilitate practices of sustainable development and planning;
- provide support and advice on matters relevant to natural resource management within the area;
- organise and deliver community educational and awareness programmes;
- provide opportunities, support mechanisms and / or resources to enhance community capacity to participate in natural resource management practices, activities and projects.

Oversee the development and implementation of the Catchments to Coast program.

Oversee the development and implementation of the Prosser, Little Swanport and Swan Apsley Catchment Plans, and the Glamorgan Spring Bay Weed Management Plan.

Form positive community, government, business and industry partnerships for the purposes of attracting resources for Natural Resource Management activities within the area.



## 2 The Committee Structure

2.1 It is recommended that the Committee has the following broad stakeholder and community representation with a minimum of 15 members. The following list is a guide:

- Council (one Councilor and Mayor);
- NRM South;
- Agricultural sector (~~from the northern and southern ends of the Municipality~~);
- Parks and Wildlife Service;
- ~~Sustainable Timbers Tasmania~~ Forestry Tasmania;
- The ~~broader~~ forestry industry (~~public and/or private~~);
- ~~C~~Five community ~~members~~ representatives (~~broadly spread across the Municipal area~~) ~~from Buckland/Orford, Triabunna, Swansea, Bicheno and Coles Bay/Swanwick~~;
- Aquaculture industry;
- Cultural heritage;
- Tasmanian Aboriginal community;
- Department of Defence;
- TasWater;
- Established ~~environmental community~~ groups in the Municipality;
- Significant infrastructure ~~and emergency services~~ providers (~~eg. DSG / Aurora etc.~~);
- Tourism;
- Education;
- Commercial fishing.

This will ensure the following skills / knowledge base:

- Primary production
- Community on-ground expertise
- Conservation management
- Forestry expertise
- Catchment management
- Education and extension
- Environmental projects design and implementation

Members should be broadly spread across the municipal area where possible and/or appropriate.

The Committee will be supported by Council Officers from the NRM Department. Council employees are not members of the Committee per se and therefore have no voting rights.

2.2 The Committee shall elect or appoint a Chairperson, (Secretary and a Treasurer or a Secretary/Treasurer will be the nominated Council Officer).

### 2.3 Term of the Committee

Nomination for membership can occur as required . Nominees are requested to detail their skills and knowledge base, and the stakeholder / community group they represent. To ensure the relevant skills / knowledge base stakeholder representatives can also be approached.

2.4 A committee member can be nominated for a term of 4 years with the term beginning following nomination being approved by Council.

#### 2.5 Appointment of Committee Members

All Committee members are appointed by Council following an expression of interest process with responses from individuals or interest groups.

Expressions of interest (EOI) will be by public advertisement in local newspapers/newsletters, on Council's website, Council noticeboards, via direct contact with those who can provide expertise and by other methods deemed appropriate. An EOI form will be given to prospective committee members to provide, for example, contact details, skills, interests, any potential conflicts of interest and reasons for wanting to join a specific Section 24 Special Committee of Council.

The Council has the final responsibility for determining the membership. As a general rule committees should abide by minimum and maximum numbers as outlined in Appendix A Special Committees. If a large number of expressions of interest are received for any given Section 24 Committee that exceeds the recommended number of committee members, the Councillor representatives on that committee, the Mayor or Deputy Mayor (if the Mayor is not available) and the Council Officer will review the expressions of interest and the terms of reference. This will determine the individuals to be accepted based on skills, interests and expertise relevant to the committee.

#### 2.6 Termination of Appointment

A Committee member may resign by giving written notification to the Chair. If a member is unable to fulfil their responsibilities they should resign to allow the Council to appoint a member who can meet the commitment required.

Appointments may also be terminated by the Council for a variety of reasons including misbehaviour, inefficiency or incompetence.

Any action by a member that demonstrates their unwillingness or inability to comply with the obligations and responsibilities of committee membership, as outlined in this document, may be grounds for termination of appointment.

An appointment may also be terminated if:

- (i) the member without reasonable excuse fails to disclose a conflict of interest; or
- (ii) the member is absent from two (2) consecutive meetings of the Committee without informing the Chair of an official apology.

If there is a dispute between members of the committee or another party which is unresolved, the Chairperson must notify the General Manager.

- (i) The General Manager may nominate an independent negotiator or staff member with appropriate skills to help resolve the dispute.
- (ii) If the dispute remains unresolved then this matter will be brought to Council to make a decision.

The final decision reached is binding on all parties to the dispute. 11



## 2.7 Alternate Member (Proxy)

The Council will not appoint alternative members. It is important that committees have a stable membership to ensure continuity and consistency in decision-making and advice.

## 2.8 Council Direction

The Council may from time to time direct the committee to consider certain issues, seek submissions from the relevant body or individuals or provide specific recommendations back to Council.

## 3 Functions of the Committee

- To have input into the development, implementation and review of GSBC policies, strategies and initiatives relevant to NRM;
- To provide oversight, assist with seeking / applying for funding, and develop procedures for NRM projects initiated by community, Council and other relevant stakeholders;
- To continue to develop the Catchments To Coast program in partnership with key stakeholders.
- To provide an opportunity for stakeholder views on issues as required;
- To provide key stakeholder input into the implementation of the Southern Tasmania Regional NRM Strategy on behalf of the Glamorgan Spring Bay community;
- To explore and promote opportunities consistent with sustainable development or conservation;
- To promote the conservation and protection of the environment;
- To develop an annual plan consistent with existing relevant plans and strategies of key stakeholders;
- To develop and manage the budget as determined by Council to support the Objectives of the Committee and Annual Aims of Council's NRM Department.

## 4 Restrictions on Committee Powers

4.1 The committee does not have the power to:

- impose fees, taxes, rates or charges;
- rebate rates or charges;
- borrow money;
- make a rate;
- make a by-law;
- execute a Deed;



- sign a contract
- institute a legal proceeding;
- call for tenders without prior approval of the Council;
- advertise for and/or appoint an employee or servant unless approval has been given by the General Manager;
- Sell land.

Is this wording from the Act?

## **5 Committee Meeting Procedure**

### **5.1 Quorum**

A quorum will be half the number of members (rounded down if uneven number) plus one e.g. for a 7 member committee a quorum would be 4. If a quorum is not present a Committee meeting cannot proceed.

### **5.2 Voting**

Where there is a split vote, all views should be submitted to Council.

### **5.3 Records to be kept by Committee Secretary**

The Committee Secretary shall keep minutes at each meeting detailing:

- those present;
- an accurate record of any motion indicating the mover and seconder and including the word 'Carried' or 'Lost' after each motion; (and the number of for and against votes be recorded);
- the time, date and place of each meeting.

The minutes of each meeting shall be confirmed and signed by the Chair at the subsequent meeting of that Committee.

### **5.4 Records to be kept by Committee Treasurer**

It is the responsibility of the Committee Treasurer to maintain up-to-date financial records of income and expenditure and ensure that financial reports are tabled for discussion at each committee meeting.

### **5.5 Appointment of Chairperson**

The Chairperson is to be nominated at the initial scheduled meeting annually.

If the elected Chairperson is not available for a meeting the Vice Chairperson or in the absence of both an Acting Chairperson shall be chosen from those present at the meeting.

### **5.6 Frequency of Meetings**

Meetings of the Committee must be held at least four times per year to be scheduled on a regular quarterly basis.

#### 5.7 Committee minutes

It is essential to have a correct record of the proceedings of a meeting. The minutes serve as a general record and attendance register; in the case of later doubt or dispute, they are a legally acceptable reference. Not everything discussed needs to be recorded. Note key points, agreed actions, summary of issues and any decisions made (see Item 3.3 for more detailed guidelines on taking minutes).

Individual recommendations or dissent from recommendations will only be recorded at the specific request of a member.

Where there is a split vote, all views should be submitted to Council.

A copy of the draft Minutes will be distributed to committee members no more than fourteen (14) days after each meeting. Council is to be provided the approved Minutes from a committee meeting as soon as possible after that meeting to appear on the next Ordinary Meeting of Council Agenda.

It is the responsibility of the Councillor representative to write a short report to Council after each committee meeting for Council's information and to be placed on the next Ordinary Meeting of Council Agenda.

#### 5.8 Meetings open to the Public.

All meetings of the Committee shall be open to the public.

#### 5.9 Notice of Meetings

A minimum of seven (7) days notice is required to be provided to committee members detailing date, time and location.

A notice of meeting is to be advertised in the local newspapers/newsletters and/or Council noticeboards and on the Council web-site at least seven (7) days prior to the meeting.

#### 5.10 Urgent Meetings

If an urgent meeting is necessary, the Committee Chair is required to provide the notice of the meeting and the agenda at least five (5) days prior to the meeting date. Details of the meeting will be advertised in a prominent location on Council's web-site. Where possible, the notice of meeting is to be advertised in the local newspaper/ newsletter and/or Council noticeboards and be open to the public unless deemed closed by the Chair.

### 6. Financial Requirements

The Committee shall adhere to all Council audit and financial systems policies and procedures for all its financial transactions. The Committee shall receive an expenditure report at each meeting to show progress on the annual budget.

### 7 Insurance

Public liability insurance indemnifies the insured against legal liability resulting from damage to property, loss of use of property and death or bodily injury to members of the general public, where the loss, damage or injury to the property or third party was caused by a negligent act on the part of the insured. Public liability insurance does not cover breaches of professional duty and is not the same as personal accident injury insurance.

Council is covered by public liability insurance which extends to all Council committees.

## **8 Alteration to Delegation and Terms of Reference**

8.1 Council may amend this delegation and Terms of Reference at any time.

8.2 The Committee may review the Terms of Reference at any time and submit any amendments to Council for consideration and endorsement.

## **9. Conflict of Interest**

Members of Section 24 Special Committees of Council may from time to time have a conflict of interest when discussing matters. This section provides an outline of what constitutes a conflict of interest and the process to be taken when a conflict of interest arises.

A Committee member who has a direct or indirect interest in any matter decided or under consideration by the committee must disclose the nature of interest to the Committee and this must be recorded in the Minutes.

Being a member of a Council committee is a position of trust that involves obligations to the community and to the Council. It must be clear to everyone that you are not using your position to serve your own interests or the interests of a close associate. For this reason, the Act requires members of Council committees to disclose conflicts of interest and not participate in a decision (discussion or vote) if they have a conflict of interest.

"At any meeting of a special committee ... a member must not participate in any discussion, or vote on any matter, in respect of which the member –

- (a) has an interest; or (b) is aware or ought to be aware that a close associate has an interest."

Furthermore, the *Local Government Act 1993* states that:

"A member has an interest in a matter if the ... member or close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment."

The Act determines that a close associate of a committee member is:

- a) a body corporate of which the member is a director or a member of the governing body; or
- b) a proprietary company in which the member is a shareholder; or
- c) a public company in which the member is directly or indirectly a substantial shareholder; or
- d) a beneficiary under a trust or an object of discretionary trust of which the ... member is a trustee; or
- e) a business partner of the member; or



- f) the employer or an employee of the member; or
- g) a person from whom the member has received, or might reasonably be expected to receive a fee, commission or other reward for providing professional or other services in relation to a matter being dealt with or to be dealt with by the Council committee; or
- h) the spouse or partner of the member, member's son or daughter; or
- i) the son, daughter, brother, sister, mother or father of the member or of their spouse or partner.

Failure to disclose a conflict of interest may be an offence that can be prosecuted in a court of law. It is your responsibility and duty to identify and disclose your conflicts of interest when required to. It is important to note that, while another person may assist you in deciding or determining whether you have a conflict of interest, they cannot make the decision for you. Irrespective of what assistance or advice you receive from someone else, legally you remain responsible for your own actions.

#### **10. Confidentiality**

10.1 Volunteers working with Council must keep all privileged information in relation to Council, employees and community members confidential. Volunteers are expected to maintain the same standards of confidentiality as Council's paid employees. This includes information held by the Council; information shared between volunteers and the designated managers; and information about particular circumstances.

Volunteers are required to read and sign the Glamorgan Spring Bay Council Confidentiality Agreement. Any breach of this confidentiality requirement will be taken seriously and lead to:

- The termination of the volunteer's services.
- Any other action deemed necessary by the General Manager

## **7.4 Orford Community Group**

### **Responsible Officer – Manager Community Development**

#### **Background**

An application has been received from Orford Community Group, seeking financial assistance of \$330 for the purchase of equipment for making beeswax wraps.

Beeswax wraps are a reusable, washable and sustainable alternative to single use plastics and cling wrap and are easily made. All that is required is pure cotton material (preferably recycled!), beeswax and some simple kitchen equipment.

A kit containing a frying pan, two warming plates, 4 paint brushes and wax is all that is required to start making wraps. The cost of this would be \$330.

Orford Community Group would demonstrate how to make the wax wraps to any group, school or at events in the municipal area, for example, fairs, markets. The kit could also be loaned to groups within the municipal area. The wraps would also be sold at events, raising money which would be used for projects in the area.

Orford Community Group members have already used borrowed equipment to demonstrate wrap making at the Great Eastern Clean Up “after party”. The Group has also had two sessions with Orford Primary School students who made beeswax sandwich pouches. This proved to be very popular with the students.

Orford Community Group has contacted Triabunna District School which is interested in holding wrap-making sessions with their students. Orford Primary School is also keen to have further sessions.

Plastic pollution is a growing epidemic that shows no sign of stopping. The problem with plastic is that it never biodegrades; instead, it breaks into small pieces, which can find their way into our water streams and the stomachs of our marine life. This means that every piece of plastic ever made is still in existence today.

Taroona Plastic Wise offer wax wrap making sessions to schools at a cost of \$600. Recently Council approved a grant to Swansea Primary School to pay for one of these sessions. The purchase of wax making equipment to be used within the municipal area would allow schools to participate at no cost.

#### **Statutory Implications**

Not applicable

#### **Budget Implications**

A total of \$20,000 has been allocated in the budget for the Community Small Grants Program, of which \$10,400 has been distributed.

#### **Recommendation**

That Council approves a grant of \$330 to the Orford Community Group for the purchase of equipment for making bees wax wraps.

## **7.5 Spring Bay Clay Target Club**

### **Responsible Officer – Manager Community Development**

#### **Background**

An application has been received from the Spring Bay Clay Target Club, seeking financial assistance of \$1,000 towards the cost of re-laying the competition tracks for handicap events.

The Club has re-located to a new greenfield site at Buckland and is in the process of re-laying the competition tracks. Some of the concrete blocks were broken during the course of removal from the old range and will need to be replaced. The tracks must be level and the bulk of the project is the hire of machinery.

The total cost of the project is \$2,090.00 and the Club will contribute the balance.

Attached is some background and supporting information provided by the Club.

#### **Statutory Implications**

Not applicable

#### **Budget Implications**

A total of \$20,000 has been allocated in the budget for the Community Small Grants Program, of which \$10,400 has been distributed.

#### **Recommendation**

That Council approves a grant of \$1,000 to the Spring Bay Clay Target Club towards the cost of re-laying the competition tracks for handicap events.



**SPRING BAY CLAY TARGET CLUB INC**  
10<sup>th</sup> January 2019

# BACKGROUND INFORMATON FOR COMMUNITY SMALL GRANT APPLICATION







## Summary

- The Spring Bay Clay Target Club Inc has been operational in the Triabunna area for more than 23 years. Originally sited on "Okehampton", the club had to go into recess in October 2015 due to the non-renewal of their long term lease by the property owners as a gun club no longer fitted their farm operational plan.
- The club has re-established on a new site; commencing competition days again in April 2018.
- The club has secured a legally binding lease on "Twamley Farm" at Buckland and has substantially commenced the major task of re-establishing on a green-field site.
- Clay target shooting has been available in Glamorgan Spring Bay in the form of East Coast Gun Club, Spring Bay Field and Game Inc and now Spring Bay Clay Target Club Inc (which evolved from the earlier clubs) for more than 50 years.
- The competition tracks required for handicap events are yet to be completed due to lack of funds.
- Funding of \$1,000 including GST is being sought.



Commencing clubroom construction in very wet conditions – Jan 2016



After many hours of volunteer labour we do have a functional clubroom and shooting range – April 2018



## Introduction

The Spring Bay Clay Target Club Inc has been operational in the Triabunna area for more than 23 years (as Spring Bay Field and Game Inc or Spring Bay Clay Target Club Inc). Originally sited on "Okehampton" on Freestone Point Road, Triabunna the club had to go into recess in October 2015 due to the non-renewal of their long term lease by the property owners. This was attributed to a change in their farm operations following the sale of the Triabunna woodchip mill.

Clay target shooting has been available in the form of East Coast Gun Club, Spring Bay Field and Game and now Spring Bay Clay Target Club Inc (which evolved from the earlier clubs) for more than 50 years.

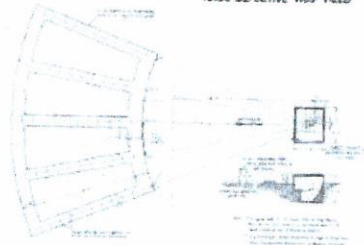
Competition clay target shooting is a sport that can be enjoyed by all – male, female, young, old, able-bodied and disabled. It is a sport that requires good eye/hand coordination and concentration. It is not gender specific so does not require specific change rooms for competitors or officials or gender specific playing fields.

Competitors generally use 12 gauge shotguns and are subject to the stringent firearm ownership laws in this State as well as strict rules of competition. The club can provide first-class instruction in the safe use of firearms.

It is a sport that is conducted all over the world. Other than clubrooms and facilities, the actual competition range template will look the same whether it is in Buckland, Hobart, Sydney or overseas.



DOWN THE LINE LAYOUT  
A.T.A. DEFECTIVE TRAP FIELD



### Needs/Problems

Until recommencing in April 2018, the club had been in recess for two and a half years whilst the building of the new range was done utilising volunteer labour, club funds and donations from club members as well as the donation of products from local businesses.

Prior to recommencing, the members of the club had not had a local club to compete and have travelled significant distances to continue their sport.

### I. Goals/Objectives

The club provides a valuable community asset in a small rural area that has limited access to non-traditional established sporting activities.

The club strives for an economic injection into the local community by supporting local businesses for their goods and services.

It is well known that Tasmanians need to participate in an active lifestyle and competition clay target shooting provides that opportunity in a well regulated environment.

It is the objective of the club to provide the best possible sporting experience for competition clay target shooters that we can



## **II. Procedures/Scope of Work**

To enable the club to achieve its objectives, it is vital to have the correct infrastructure. We have been conducting competitions on what is known as common mark. By its definition, all competitors (regardless of their competition grade) compete on the one mark i.e. 15 metres from the traphouse.

To enable us to conduct nationally recognised events, we need to install tracks that will accommodate handicap shooting – i.e. marks from 15 to 25 metres

## **III. Evaluation**

Configuring our range to be able to conduct handicap events provides an opportunity for the local, wider Tasmanian and interstate shooting community to compete in nationally recognised events.

Depending on the number of competitions held, the financial injection into the local GSBC community over a 12 month period is estimated to be in excess of \$30,000

## **IV. Approvals**

The club has all necessary approvals for the operation of a competition clay target facility in Tasmania.

The club is affiliated with the Australian Clay Target Association Inc and has full insurance.

**CONTACT:**  
**Glenn Arnot**  
**President**  
**PO Box 54**  
**ORFORD 7190**  
**Phone 0417 576 247**  
**email: [springbayclaytargetclub@outlook.com](mailto:springbayclaytargetclub@outlook.com)**

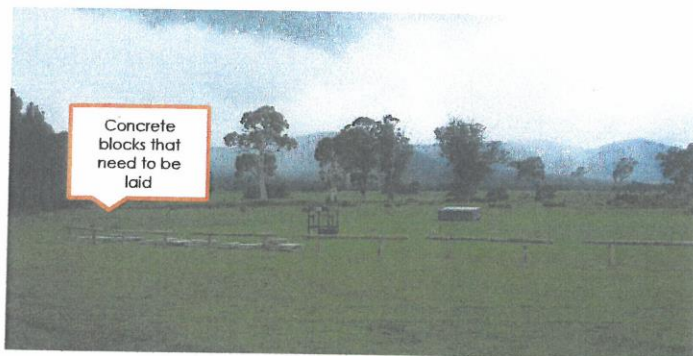




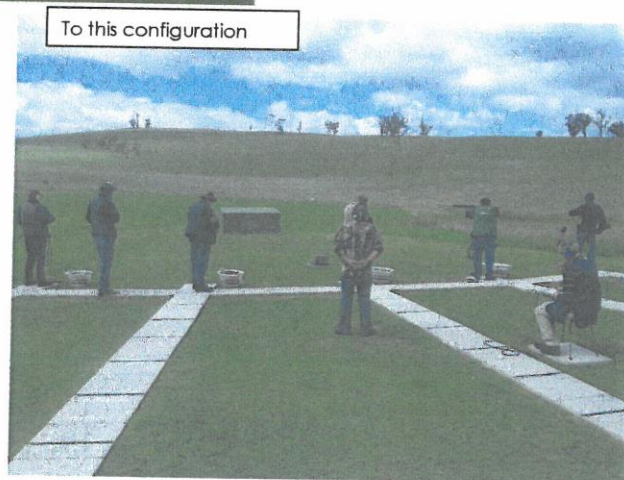
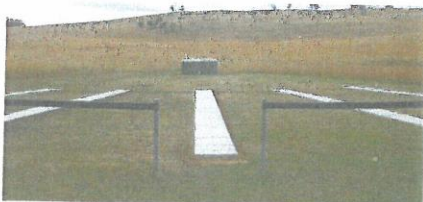
We started with this – January 2016



Range showing second layout  
and clubrooms at April 2018



Concrete  
blocks that  
need to be  
laid



To this configuration

## **7.6 The Spring Bay Studio & Gallery**

### **Responsible Officer – Manager Community Development**

#### **Background**

An application has been received from the Spring Bay Studio & Gallery seeking financial assistance of \$1,000 towards the purchase of a semi-professional Enjay RP18D Etching Press for printmaking.

The total cost of the project is \$4,672.00 of which Spring Bay Studio and Gallery will contribute \$1,200 and the Orford Odeon has provided a grant of \$2,470.

Attached is some background information and brochure.

#### **Statutory Implications**

Not applicable

#### **Budget Implications**

A total of \$20,000 has been allocated in the budget for the Community Small Grants Program, of which \$10,400 has been distributed.

#### **Recommendation**

That Council approves a grant of \$1,000 to The Spring Bay Studio & Gallery towards the purchase of a semi-professional Enjay RP18D Etching Press for printmaking.



RECEIVED  
08 JAN 2019

SCANNED

BY: .....

SPRING BAY  
STUDIO GALLERY

The Spring Bay Studio & Gallery (the Studio) is a community organisation currently based in Triabunna. The Studio was founded as a community space for local and other artists to get together each week to learn the techniques and philosophy behind painting, drawing, printing and other disciplines. Professional artists Sue Nettlefold and Carolyn Audet provide teaching and advice services to all members free of charge. Studio members are predominantly from the Triabunna/Orford area but some travel from the Sorell, Hobart and Little Swanport areas. Members pay class fees on a 6-week term basis. This income is used to pay fixed costs; running costs such as gas for heating; and some art supplies.

The Studio is one of 3 groups that comprise the *Spring Bay Maritime and Discovery Centre* (an incorporated Association). The other groups are the SB Museum and SB Shed. All three are currently tenants in the old fish-processing factory on the marina in Triabunna.

**Principals** of the Spring Bay Studio and Gallery are:

1. Sue Nettlefold, MFAD, Founder & Administrator  
0429 326 780  
[suenettlefold@bigpond.com](mailto:suenettlefold@bigpond.com)
2. Patricia Kirk, Treasurer/Administrative Support  
0448 480 073  
[pmk460@gmail.com](mailto:pmk460@gmail.com)

#### **WHAT WE WANT THE MONEY FOR**

The focus of the Studio is as a community enterprise for those interested in learning and practicing art in many forms and disciplines. Having expanded to a working membership of 26, all the Studio resources are stretched. We currently have limited assets; for example, to date printing equipment has been loaned by generous supporters but will have to be returned in the near future.

This funding application is to enable purchase of a semi-professional **ENJAY RP18D ETCHING PRESS** for printmaking. (See attached product brochure).





The etching press will enable all Studio members to practice and produce high quality artworks using a variety of printmaking techniques such as relief (woodcut, linocut); intaglio (engraving, drypoint, mezzotint, etching, aquatint); lithograph and collagraph.

#### **WHY THIS EQUIPMENT IS IMPORTANT**

The Etching Press Bench Mount will dramatically improve the abilities and capabilities of Studio members in printmaking. Prints can be produced with an even pressure, giving planned-for results; higher quality papers can be used with confidence; measurements and placement of work can be done with accuracy - leading to better production and less wastage. Other practical considerations in choosing this particular model of etching press is that it is fairly compact and not so heavy that Studio members will not be able to move it themselves if necessary. The RP18D model also has a number of safety features (eg, no hidden finger-trapping points, lockable castors and handwheel, bedplate stops), essential in a group classwork environment.

This etching press will greatly complement the (limited) equipment of the Studio and will be available for use by all members. Prior to use, all members will receive training on how to use the press safely and competently. They will also be taught all the printmaking techniques available with an etching press (as listed above), which will increase individual skills as well as maximise the quality of artwork, encourage new ideas and practices and allow for experimentation with a variety of print media.

Many thanks for your consideration of this application.

**Sue Nettlefold**

**Spring Bay Studio and Gallery**

**17 The Explanade Triabunna 7190**

**URL: <http://springbaystudioandgallery.com/>**



1/7/2019

Model: RP18D Etching Press made in Australia : enjay Presses

# enjay presses®

- [home](#)
- [etching presses](#)
- [services](#)
- [about us](#)
- [enjay people](#)
- [faq](#)
- [success stories](#)
- [contacts](#)

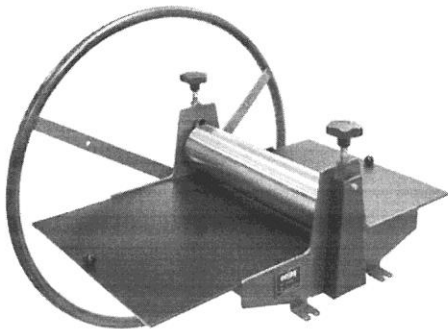
☐ menu ☐

- [home](#)
- [etching presses](#)
- [services](#)
- [about us](#)
- [enjay people](#)
- [faq](#)
- [success stories](#)
- [contacts](#)

## RP18

### RP18D Direct drive etching press & Rp18G Geared etching press A2 format

Click on the image and move your cursor to view in detail.



[Download Brochure](#)

“Thank you for your prompt and courteous service in organising this press for us. It has arrived safely and is assembled . . . it looks great! ”

Margaret Kearns

“We are very happy with the outcome, all I have to do now is organise some workshops! ”

From Daphne Gooley, Goulburn District Artists Group

<http://www.enjaypresses.com.au/etchingpress-RP18specs.html>

1/3



1/7/2019

Model: RP18D Etching Press made in Australia : enjay Presses

- Felts kit **\$115\***
- Overlay sheet **\$63\***
- Tee-bar pressure screws for RP18Direct **\$175\***
- \*Prices are in AUD and include GST and are effective 01-06-18

Disclaimer: While we endeavour to keep information about our products up to date, we can not guarantee the accuracy of all the information on our website, and recommend you contact us directly to confirm prices and details.

© 2016 enjay presses, australia



## 8. Miscellaneous Correspondence

### 8.1 Code of Conduct and Amendments Fact Sheet – December 2018

**From:** David Metcalf  
**Sent:** Tuesday, 18 December 2018 11:59 AM  
**To:** Angela Turvey  
**Cc:** Shane Wells  
**Subject:** FW: Code of Conduct and Miscellaneous Amendments  
**Attachments:** Code of Conduct and Miscellaneous Amendments Fact Sheet - DECEMBER 2018.pdf

**From:** Local Government Division (DPaC) <lgd@dpac.tas.gov.au>  
**Sent:** Tuesday, 18 December 2018 11:55 AM  
**Subject:** Code of Conduct and Miscellaneous Amendments

Dear General Manager,

I am writing to inform you that the *Local Government Amendment (Miscellaneous) Act 2018* commenced upon Royal Assent on **10 December 2018**. The Act implements key elements of the Government's response to the recent review of the local government code of conduct framework, and improves the clarity and effectiveness of the Act in relation to a range of minor drafting and administrative matters.

Further, the *Local Government (Model Code of Conduct) Amendment Order 2018* was signed by the Minister for Local Government on 7 December 2018, and will come into effect upon Gazettal, scheduled for **26 December 2018**. Under section 28T of the *Local Government Act 1993*, councils must adopt the amended Model Code within three months of the Order taking effect. Please note that previous Model Code will continue to apply until councils resolve to adopt the amended Code.

Please find attached an Information Sheet summarising the key changes resulting from the amendments to the Act and the Model Code.

Both the Act and the Order (once Gazetted) can be accessed on the Tasmanian Legislation website – [www.legislation.tas.gov.au](http://www.legislation.tas.gov.au).

If you have any queries in relation to this matter, please do not hesitate to contact the Local Government Division on 6232 7022 or by email: [lgd@dpac.tas.gov.au](mailto:lgd@dpac.tas.gov.au).

Regards,

Alex Tay  
Director of Local Government  
Local Government Division  
Level 5, 15 Murray Street  
GPO Box 123  
HOBART TAS 7001

---

**CONFIDENTIALITY NOTICE AND DISCLAIMER**

The information in this transmission may be confidential and/or protected by legal professional privilege, and is intended only for the person or persons to whom it is addressed. If you are not such a person, you are warned that any disclosure, copying or dissemination of the information is unauthorised. If you have received the transmission in error, please immediately contact this office by telephone, fax or email, to inform us of the error and to enable arrangements to be made for the destruction of the transmission, or its return at our cost. No liability is accepted for any unauthorised use of the information contained in this transmission.



## Amendments to *Local Government Act 1993* and *Local Government (Model Code of Conduct) Order 2016*

### INFORMATION SHEET

This information sheet provides a summary of the changes made to the *Local Government Act 1993* and the *Local Government (Model Code of Conduct) Order 2016* in December 2018

#### Code of Conduct Changes

Following a review of the model code of conduct framework, there have been changes made to both the *Local Government Act 1993* (the Act) and the *Local Government (Model Code of Conduct) Order 2016* (the Code). Together, these changes will improve the overall efficiency and effectiveness of the complaints handling process.

Amendments to the Act apply as of 10 December 2018 include:

- a new requirement that a complainant provide details of reasonable efforts made to resolve the issue that is the subject of the complaint, when lodging a complaint;
- a new requirement that a complainant (along with councillors or employees of the council) are to provide a statutory declaration verifying the accuracy of the information they provide in respect of a complaint;
- a new provision to allow the chairperson of a Code of Conduct Panel to dismiss complaints on the basis of 'triviality', as well as on the basis that the complainant has not made a reasonable effort to resolve the issue prior to lodgement of the complaint;
- a new provision requiring councils to include in their annual report the number of code of

conduct complaints that were received in total, as well as the number that were upheld either wholly or in part;

- a new offence provision to explicitly prevent any person from misusing information acquired in relation to a code of conduct investigation; and
- a small number of minor amendments focused on improving the overall procedural fairness, confidentiality and transparency of the complaints handling process.

Amendments to the model code were approved by the Minister for Local Government on 7 December 2018 and come into effect upon Gazettal, scheduled for 26 December 2018. However, these changes will not apply until the amended model code is adopted by the relevant council. Amendments include:

- changes to make it clear that the Model Code does not apply to pecuniary interests or to the disclosure of confidential information, as these are dealt with as offence provisions under the Act; and
- the introduction of a 'reasonable person' test in relation to non-pecuniary conflicts of interest. This replaces the 'materiality' test, and is intended to provide consistency within the Code and with common law principles. Further guidance will be issued about what is the 'reasonable person'.

Local Government Division  
Department of Premier and Cabinet







## Miscellaneous Changes

Miscellaneous amendments to the Act were also made in order to address a number of minor drafting and administrative matters. Relevant changes include:

### **Pecuniary interests**

The Act was amended to clarify that a councillor can only vote on a matter relating to the payment of allowances or expenses if that matter relates to all councillors of the council.

### **Gifts and donations register**

The register of gifts and donations for elected members is required to be made permanently available at the relevant council's office, on the council's website and updated at least monthly.

### **Improper use of information**

Existing provisions have been extended to capture former councillors, members, members of an audit panel or employees, similar to the restrictions that apply under the Corporations Act 2001 to former directors with respect to the misuse of information.

### **Vacation of office**

The office of a councillor, who is elected to any Parliament in Australia, is vacated on the day on which they begin to hold office in that Parliament. This will prevent members elected to Tasmanian or Australian Parliament continuing to also serve as councillors.

### **Customer service charter**

A review of a council's charter needs to be undertaken within 12 months of a council election, rather than every two years.

Local Government Division  
GPO Box 123, HOBART TAS 7001 Australia  
Phone: 03 6232 7022 Fax: 03 6173 0257  
Email: [lga@dpac.tas.gov.au](mailto:lga@dpac.tas.gov.au) Visit: [www.dpac.gov.au/lga](http://www.dpac.gov.au/lga)

## 9. Motion Tracking Document

*Last updated 16/01/2019*

<b>Meeting Date</b>	<b>Item No.</b>	<b>Decision Number</b>	<b>Title</b>	<b>Action Officer</b>	<b>Progress</b>	<b>Completed</b>
25 <sup>th</sup> November	8.2	150/14	Solis	GM	The General Manager to affirm commitment to the project with all interested parties and progress negotiations with potential developers as relevant.	In Progress
23 <sup>rd</sup> February	9.3	30/16	Sale of Council Properties	GM	Process to commence according to Section 177/178 with amendment to advertising as per motion. Council Workshop held on 17 <sup>th</sup> January 2017 prior to report for January 2017 OMC. Update as per Decision 46/15 above.	In Progress
27 <sup>th</sup> September	8.5	130/16	Communities and Coastal Hazards Local Area Report – Triabunna and Orford	MNRM	Final report endorsed. Further workshops and community discussions to take place in relation to key future actions/steps. Workshop held in December 2016. Manager NRM formulating action plan/next steps for 2017. Meeting with Climate Change Office end of June 2017.	In Progress
27 <sup>th</sup> September	8.6	131/16	Review of the draft Prosser River Catchment Management Plan	MNRM	Approval by Council to conduct review. Update on workshop dates in Manager NRM report for April 2017. Latest workshop held in June 2017.	In Progress
24 <sup>th</sup> January	8.1	13/17	Tea Tree Rivulet Dam Approval and Construction (including approval of borrowing/budget amendments)	GM	Council approval for GM to progress the project.	In Progress

**Action Officer codes:** MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM



<b>Meeting Date</b>	<b>Item No.</b>	<b>Decision Number</b>	<b>Title</b>	<b>Action Officer</b>	<b>Progress</b>	<b>Completed</b>
27 <sup>th</sup> June	8.5	88/17	Section 137 – Notice of Intention to Sell Land	GM	Service of notice to be progressed by admin staff.	In Progress
27 <sup>th</sup> February	7.1	20/18	Approval of borrowing budget amendments, pipeline approvals and construction.	GM	GM authorised to proceed with Stage 1 Prosser Plains Raw Water Scheme (PPRWS) and Council to enter into an agreement with Tassal for delivery of raw water to Okehampton Bay on full cost recovery basis.	In Progress
24 <sup>th</sup> April	7.3	50/18	Kerbside Vendors Policy	MPSP	Community consultation to commence. Submissions due 1 August, 2018.	In Progress
24 <sup>th</sup> April	7.4	51/18	By-Law Review/Renewal	MRS	Regulatory impact statement to be prepared for Council.	In Progress
26 <sup>th</sup> June	7.2	64/18	GSBC Community Strategic Plan	GM	Council to commence review prior to elections. Initial planning workshop to be scheduled.	In Progress
25 <sup>th</sup> September	9.2	105/18	City of Hobart: Compulsory Voting LG Elections	GM	Workshop to be scheduled with new Council to consider compulsory voting at LG level and respond to HCC letter 13/9/18	In Progress
23 <sup>rd</sup> October	6.1	114/18	NRM Committee Minutes	MNRM	Motion for a review of public toilet facilities where there is an absence on sites such as Saltworks Reserve.	In Progress
23 <sup>rd</sup> October	8	118/18	Eldercare Units Triabunna	MNRM/ MBMI	Energy audit of Eldercare Units to be presented at a workshop before the end of November 2018. Report provided on the January 2019 Agenda.	In Progress

**Action Officer codes:** MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM

<b>Meeting Date</b>	<b>Item No.</b>	<b>Decision Number</b>	<b>Title</b>	<b>Action Officer</b>	<b>Progress</b>	<b>Completed</b>
27 <sup>th</sup> November	7.9	140/18	Dolphin Sands Ratepayers' Association Grant Submission	MCD	Deferred to a workshop	In Progress
11 <sup>th</sup> December	7.1	150/18	Lions Club of Spring Bay	MCD	Grant approved and disbursed.	Complete
11 <sup>th</sup> December	7.2	151/18	2019 Ordinary Meeting Dates & Times	GM	Dates approved and advertised according to LGA	Complete
11 <sup>th</sup> December	7.3	152/18	STCA Committee Representatives – Waste Strategy South and Regional Climate Change Initiative	GM	Need to advise Hobart City Council of reps. Item deferred to a Council Workshop.	In Progress
11 <sup>th</sup> December	8.1	153/18	Sale of Council Properties	GM	GM to remove Arnol Street Swansea from sale.	Complete

**Action Officer codes:** MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM

**Recommendation:**

That Council receives and notes the information contained within the Motion Tracking Document.

## 10. Questions Without Notice

## 11. Confidential Item (In Closed Session)

The Mayor to declare the meeting closed to the public in order to discuss the General Manager's performance review for 2017/18.

Under regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 Statutory Rules 2015, No.38 the meeting will be closed to the public according to regulation 15 (2) (a) *personnel matters*.

- Item 1: General Manager's Performance Review 2017/18

## 12. Close

The Mayor to declare the meeting closed at (Time).

***The live streaming and recording of meetings will now be switched off. Mayor to check that the streaming has been terminated.***

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

Date:

**Mayor Debbie Wisby**