



GLAMORGAN SPRING BAY  
COUNCIL

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# Notice of Meeting and Agenda

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

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24 September, 2019

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## 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, 24 September 2019 commencing at 5.00pm.



**Dated** this Thursday 19 September, 2019

**Chris Schroeder**  
**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.***



**Chris Schroeder**  
**GENERAL MANAGER**

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# 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 – August 27, 2019

<b>Recommendation</b>
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That the Minutes of the Ordinary Meeting of Council held Tuesday 27 August 2019 be confirmed as a true and correct record.
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### 2.2 Workshop Held – August 27, 2019

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 9.30am to 1.30pm on Tuesday 27 August at the Triabunna Council Offices (please see attached workshop agenda).

**Present:** Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Keith Pyke, Cllr Michael Symons.

**Apologies:** Cllr Cheryl Arnol

**In Attendance:** Mr Chris Schroeder (General Manager) and please see attached workshop agenda for other attendees throughout the day.

### 2.3 Workshop Held – September 3, 2019

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 10am to 3.30pm Tuesday 3 September 2019 at the Triabunna Council Offices (please see attached agenda for items covered).

**Present:** Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Keith Breheny, Cllr Annie Browning (via phone), Cllr Rob Churchill, Cllr Keith Pyke.

**Apologies:** Cllr Cheryl Arnol, Cllr Michael Symons.

**In Attendance:** Mr Chris Schroeder (General Manager) and please see attached workshop agenda for other attendees throughout the day.

## **2.4 Workshop Held – September 10, 2019**

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 10am to 4pm Tuesday 10 September 2019 at the Coles Bay Hall (please see attached agenda for items covered). A Community Connect Session commenced at 3pm-4pm.

**Present:** Mayor Debbie Wisby (via phone), Deputy Mayor Jenny Woods, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill (arrived at 1.15pm), Cllr Keith Pyke.

**Apologies:** Cllr Cheryl Arnol, Cllr Mike Symons.

**In Attendance:** Mr Chris Schroeder (General Manager) and Mr Shane Wells (Manager Development & Compliance).

**Please note:** In attendance at the Coles Bay Community Connect were Mayor Debbie Wisby (via phone), Deputy Mayor Jenny Woods, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill and Cllr Keith Pyke.

<b>Recommendation</b>
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That Council notes this information.
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**Attachment: Workshop Agenda – 27 August, 2019**



**Workshop Notice/  
Agenda  
Tuesday  
27<sup>th</sup> August 2019**

Notice is hereby given that a Council Workshop will be held at the Triabunna Council Offices on the **Tuesday 27<sup>th</sup> August 2019** commencing at **9.30am to 1.30pm**.

**Description:**

1. 9.30am – 9.50am: Analysis of public toilet facility needs in GSBC - Mel Kelly

*Morning Tea 9.50am – 10am*

2. 10.00am – 11am: Integrity Commission Training – Richard Bingham
3. 11am – 12pm: Update on Cat Management Act and way forward for GSBC – Michael Askey-Doran (DPIPWE), Nikki Brookman (Kingborough Council).

*Lunch 12.00 pm – 12.10pm*

4. 12.10pm – 1pm: Update on Local Government Legislative Review – Angela Turvey
5. 1pm – 1.30pm: Open Discussion/Updates

Councillor Debbie Wisby

**Mayor Glamorgan Spring Bay Council**

**Attachment: Workshop Agenda – 3 September, 2019**



**Workshop Notice/  
Agenda  
Tuesday  
3<sup>rd</sup> September 2019**

Notice is hereby given that a Council Workshop will be held at the Triabunna Council Offices on the **Tuesday 3<sup>rd</sup> September 2019** commencing at **10am to 3.30pm**.

***Please arrive 10 minutes early for morning tea on arrival and a 10am start.***

Description:

6. 10am – 10.30am: Open discussion/Updates
7. 10.30am – 11am: Conservation Management Plan for the Swansea Municipal Building and Courthouse – Brad Williams, Heritage Consultant
8. 11am – 12.15pm: Review Policies (15 mins approx. per policy) – Angela Turvey, Executive Officer
  - a. Volunteer Policy
  - b. Council Logo
  - c. Recognition of Continuous Years of Service (Clrs & Staff)
  - d. Grants Auspiced by Council
  - e. Use of Electronic Devices

*Lunch 12.15pm – 12.45pm*

4. 12.45pm – 1.30pm: Review Policies (Cont'd)
  - Customer Service Charter (30 mins)
  - Council Owned Vehicles (15 mins)
5. 1.30pm – 1.45pm: Draft Tasmanian Place Names Bill and Guidelines
6. 1.45pm - 2pm: Speed reduction for Cambria Drive – Tony Pollard, Manager Works

*Afternoon Tea Break 2pm – 2.15pm*

**LGAT 21<sup>st</sup> Century Councils**

7. 2.15pm – 3.30pm: Round Table with Elected Members - Chris Schroeder, General Manager and Angela Turvey, Executive Officer

Councillor Debbie Wisby  
**Mayor Glamorgan Spring Bay Council**

**Attachment: Workshop Agenda – 10 September, 2019**



**Workshop Notice/  
Agenda  
Tuesday  
10<sup>th</sup> September 2019**

Notice is hereby given that a Council Workshop and Community Connect will be held at Coles Bay Hall on the **Tuesday 10<sup>th</sup> September 2019** commencing at **10am to 4pm**.

***Morning tea on arrival.***

Description:

9. 10am – 10.30am: Regulation of Stalls and Kerbside Vendors Policy – Shane Wells
10. 10.30am – 11am: Swansea Recreation Ground, Land Acquisition – Shane Wells
11. 11am – 11.30am: Discussion Swansea Uniting Church Land – Mayor Wisby/Shane Wells
12. 11.30am – 12pm: Prosser Bay Sandstone Quarry – Shane Wells

***Lunch 12.15pm – 1pm at Iluka Tavern***

8. 1.15pm – 2pm: Review updated Council By-Law – Mayor Wisby/Shane Wells
9. 2pm – 2.15pm: Review draft submission for Local Government Legislation Review to be submitted to LGAT and Local Government Division – Angela Turvey (via phone)
10. 2.15pm – 2.45pm: Open Discussion/Updates

***Afternoon tea***

7. 3.00pm – 4.00pm: Community Connect

Councillor Debbie Wisby  
**Mayor Glamorgan Spring Bay Council**

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

Under Regulation 25 of *Local Government (Meeting Procedures) Regulations 2015* 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>
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That Council now acts as a Planning Authority. (Time:    )
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### 3.1 DA 2019/64 – Additions and Alterations Visitor Accommodation, 1819 and 1593 Coles Bay Road, Coles Bay

#### Planning Assessment Report

<b>Proposal:</b>	Additions and alterations to Visitor Accommodation use including development of 28 villas, extension and refurbishment of existing reception centre, 4 additional staff accommodation buildings, privacy screening for some existing villas, waste and storage facilities and access and parking associated with the additional development
<b>Applicant:</b>	Coles Bay Holdings Pty Ltd by their agent Ireneinc Planning and Urban Design
<b>Location:</b>	1819 and 1593 Coles Bay Road, Coles Bay
<b>Planning Document:</b>	Glamorgan Spring Bay Interim Planning Scheme 2015 (Interim Scheme)
<b>Zoning:</b>	Rural Resource Zone
<b>Application Date:</b>	25 July 2019
<b>Statutory Date:</b>	extension of time until 27 September 2019
<b>Use Class:</b>	Visitor Accommodation
<b>Use status in zone:</b>	Discretionary
<b>Discretions:</b>	Sixteen (16)
<b>Representations:</b>	Seventeen (17)
<b>Attachments:</b>	Proposed Plans  Ireneinc Planning Submission, ECOTas Ecological Assessment Report, Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, Representations provided under separate cover
<b>Author:</b>	Nell Nettlefold, Consultant Planner

#### 1. Executive Summary

- 1.1. Planning approval is sought for additions and alterations to the existing Visitor Accommodation at Freycinnet Retreat, located at 1819 and 1593 Coles Bay Road, Coles Bay.
- 1.2. The application is discretionary because of the status of the use in the zone and the reliance on 16 Performance Criteria.
- 1.3. Seventeen (17) representations were received during the statutory exhibition period.
- 1.4. The proposal is recommended for conditional approval.



- 1.5. The final decision must be made by full Council acting as a Planning Authority due to the receipt of representations.

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

- 2.1. The purpose of this report is to enable the Planning Authority to determine application DA 2019/64.
- 2.2. The applicant granted the Planning Authority an extension of time with determination to be made no later than 27 September 2019.
- 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 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.
- 3.2. Implications for Council include general matters related to rate income, asset maintenance and renewal and responding to future building applications. External impacts to Council infrastructure are not expected as the land is accessed from the State Road network.

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

- 4.1. Not applicable.

## 5. Site Detail

- 5.1. The site is located at 1819 and 1593 Coles Bay Road, Coles Bay and includes three adjoining titles as follows:

CT reference	Address	Area (ha)
166065/7	1819 Coles Bay Rd	174.5
166065/8	1819 Coles Bay Rd	180
166065/6	1593 Coles Bay Rd	34.84
	Total site area	<b>389.34</b>

All three titles are accessed via an existing driveway that crosses Crown land along the north western boundary of the Coles Bay Conservation Area.

- 5.2. The site is within the Rural Resource Zone of the *Glamorgan Spring Bay Interim Planning Scheme 2015*.
- 5.3. Surrounding land to the north and west is within the Rural Resource Zone while land to the south and east is within the Environmental Management Zone comprising part of Freycinet National Park and the Coles Bay Conservation Area.
- 5.4. The site is serviced with electricity but is not connected to reticulated water and sewerage systems.
- 5.5. Existing use and development of the site is for Visitor Accommodation and includes a reception centre, 8 villas, 2 chalets and a bunkhouse for guest accommodation, an owner/manager residence and outbuildings, access and parking.
- 5.6. The site has an elevation range of approximately 70m to 240m above sea level. The topography ranges from gently undulating to steeper slopes towards the summit of Mt Paul.
- 5.7. The majority of the site is covered with native vegetation and is within a Biodiversity Protection Area. The proposal involves the clearance and disturbance of native vegetation.
- 5.8. There are some ephemeral watercourses on the site which are subject to the Waterway and Coastal Protection Area however, no development is proposed to take place within these areas.
- 5.9. The site is also within a Landslide Hazard Area, containing Low, Medium and High Landslide Hazard Area bands. Whilst no development is proposed in the High Landslide Hazard Area, development is proposed on land subject to the Low and Medium Landslide Hazard Area bands.

## 6. Proposal

- 6.1. The application proposes additional development and alterations to the existing Visitor Accommodation use of the site.
- 6.2. A total of 28 new visitor accommodation villas are proposed which are to be arranged in clusters of 3-6 at various locations on the site. There are 3 villa formats proposed as detailed below:

Villa format (as shown on plans)	Number of bedrooms	Floor area (m <sup>2</sup> )	Deck area (m <sup>2</sup> )	Number of villas proposed
Type A	1	46.96	22.96	13
Type B	1	57.76	24.89	9
Family	2	70.42	25.31	6

Each of the villa formats has 1 villa with a modified layout to allow for accessible accommodation which is included in the total number of villas tabled above.

- 6.3. The villas are designed on pole supports to take into consideration the various slopes of the specific location of each villa. The floor to ridge height of each villa type is a maximum of 3.95m. While the maximum height of each villa may vary based on slope, the maximum pole height is 4m providing for the maximum overall height for all villa formats being 7.95m above natural ground level.
- 6.4. The existing reception centre is to be extended either side of its current semi-circular design. An additional 112.4m<sup>2</sup> floor area is proposed to be added to the north eastern part of the existing building which is to be used as a new lobby. The lobby has doors that open to additional deck space that will connect to existing decking that extends the southern length of building.
- 6.5. To the north west of the existing reception centre it is proposed to construct a 94.25m<sup>2</sup> gallery that is connected to the main building by a roof over the existing access. The proposed connecting roof is the highest point of the additions to the reception centre with a maximum overall height of 6.5m.
- 6.6. Additional staff accommodation is proposed adjacent to the existing manager/owner residence located approximately 1.4km south-west of the reception centre. The proposed staff accommodation includes an additional 4 self-contained residences, 3 of which are 1 bedroom and the other being 2 bedrooms with floor areas of 35.77m<sup>2</sup> and 74.88m<sup>2</sup> respectively. The maximum building height of the proposed staff accommodation buildings is 4m.
- 6.7. Waste management and storage sheds are proposed adjacent to the internal access approximately 300m south east of the staff accommodation area. Two storage sheds that are 3m x 10m in area and 3.2m in height are proposed. Another shed for waste management purposes is proposed that is 8m x 10m in area and 4m in height.
- 6.8. The application also includes the provision of access to proposed buildings that are not located on existing internal accesses, widening of some existing access and parking spaces associated with the new development. One new parking space is proposed for each new guest villa and each bedroom provided as new staff accommodation. An additional 16 car parking spaces are also proposed to service the extended reception centre.
- 6.9. Privacy screening for the 8 existing villas located north east of the reception centre is proposed as part of the application.
- 6.10. The application is supported by the following documentation:
  - Architectural drawings by JAWS Architects, dated February 2019;
  - Planning Submission prepared by Ireneinc Planning and Urban Design, dated March 2019;

- Ecological Assessment prepared by ECOTas, dated March 2019;
- Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, dated May 2019.

## **7. Operation of a planning scheme**

7.1. Clause 7.5 of the planning scheme provides that an application must meet every applicable Standard to be approved.

7.2. Clause 7.5.2 in turn provides:

A standard in a zone, specific area plan or code is an applicable standard if:

- (a) *the proposed use or development will be on a site within a zone or the area to which a specific plan relates, or is a use or development to which the code applies; and*
- b) *the standard deals with a matter that could affect, or could be affected by, the proposed use or development.*

7.3. Each Standard can be met by either an Acceptable Solution or a Performance Criteria. In some Standards, an Acceptable Solution or Performance Criteria may not be provided.

7.4. Where a Performance Criteria is relied upon by an application, the application will be discretionary regardless of what status the proposed use has in the use table for the relevant zone.

7.5. A discretionary application is subject to section 57 of LUPAA and may be approved, with or without conditions, or refused. Any decision must have regard to the provisions of the planning scheme in force at the time the decision is made.

7.6. An Acceptable Solution and a Performance Criteria are alternative ways to meet the objective of the Standard. That is, the Scheme provides a compliance test for each provision. The test can be satisfied by either the Acceptable Solution or the Performance Criteria, both of which are equally valid ways to satisfy this test. Effectively, there is more than one correct answer to each test; compliance with either the Acceptable Solution or Performance Criteria is 'correct'.

7.7. Acceptable Solutions are objective and measurable. Performance Criteria require the sound exercise of judgement as to whether the application with reasonably or unreasonable satisfy the criteria prescribed. Acceptable Solutions and Performance Criteria are thus equally valid, yet alternative, ways to meet a Standard.

7.8. In exercising a sound judgement on a Performance Criteria, the Planning Authority may have regard to the objective of the standard but should not have regard to the Acceptable Solution. This is provided for by Clause 7.5.4 which provides:

*The planning authority may consider the relevant objective in an applicable standard to help determine whether a use or development complies with the performance criterion for that standard.*

7.9. The logic of the above is that the exercise of judgement on a Performance Criteria is its impact, and not the fact that the Acceptable Solution is not complied with.

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

8.1. The following provisions are relevant to the proposed use and development:

- Rural Resource Zone;
- E3.0 Landslide Code;
- E5.0 Road and Railway Assets Code;
- E6.0 Parking and Access Code;
- E7.0 Stormwater Management Code; and
- E10.0 Biodiversity Code.

## 8.2. Use Status and Use Standards in the Zone

- 8.2.1. The use is categorised as being in the Visitor Accommodation Use Class which is listed as discretionary in the Rural Resource Zone.
- 8.2.2. Clause 9.2 of the planning scheme potentially allows for the setting aside of a discretionary use status in the relevant zone use table in favour of a permitted status for applications proposing development associated with an existing use 'where the proposal for development does not establish a new use, or substantially intensify the use'. The proposed development will approximately triple the occupancy capacity of the use which, for the purpose of applying clause 9.2, is considered to 'substantially intensify the use' thereby maintaining the discretionary use status in the zone use table.
- 8.2.3. The application applies to land used to access the proposed development that is located within the Environmental Management Zone. Clause 9.6 of the planning scheme states:

### *9.6 Access Across Land in Another Zone*

*9.6.1 If an application for use of land includes access that runs through a different zone to the land upon which the use is proposed to take place, the use status of the application is to be determined disregarding the use status of the access in the different zone.*

The application is therefore assessed disregarding the use status of Visitor Accommodation in the Environmental Management Zone.

- 8.2.4. The Rural Resource Zone contains 3 use Standards that are relevant to the application. As discussed below, the application does not comply with any of the Acceptable Solutions and must be assessed against the Performance Criteria as follows:



### **26.3.1 Sensitive Use (including residential use)**

*Objective: To ensure sensitive use does not unreasonably convert agricultural land or conflict or fetter non-sensitive use.*

<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P1</i></p> <p><i>A sensitive use must not unreasonably convert agricultural land or conflict with or fetter non-sensitive use on adjoining land having regard to all of the following:</i></p> <ul style="list-style-type: none"><li><i>(a) the characteristics of the proposed sensitive use;</i></li><li><i>(b) the characteristics of the existing or likely non-sensitive use on adjoining land;</i></li><li><i>(c) setback to site boundaries and separation distance between the proposed sensitive use and existing or likely non-sensitive use on adjoining land;</i></li><li><i>(d) any characteristics of the site and adjoining land that would buffer the proposed sensitive use from the adverse impacts on the residential amenity from existing or likely non-sensitive use.</i></li></ul>	<p>Visitor Accommodation is considered a "sensitive use" as defined by the planning scheme. The Acceptable Solution allows for a sensitive use to be for a home based business, home based child care or for the replacement of an existing dwelling or existing ancillary dwelling. The proposal does not comply and is required to be assessed against the Performance Criteria as detailed below.</p> <p>The site and surrounding land to the north and west are classified as having a land capability of class 5 and 6 and is not used, or likely to be used, for any intensive agricultural purposes. Land to the east and south are reserved and managed for their conservation values.</p> <p>The minimum setback from the site boundary is in the order of 250m. The combination of generous setbacks, reserved status of adjoining land, the limited agricultural potential of the site and other adjoining land prevents the proposed intensification of the existing 'sensitive use' from causing the unreasonable conversion of agricultural land and the potential for conflict or fettering of existing or likely 'non-sensitive use' on adjoining land.</p>

### **26.3.2 Visitor Accommodation**

*Objective: To ensure visitor accommodation is of a scale that accords with the rural character and use of the area.*

<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P1</i></p> <p><i>Visitor accommodation must satisfy all of the following:</i></p> <ul style="list-style-type: none"><li><i>(a) not adversely impact residential amenity and privacy of adjoining properties;</i></li><li><i>(b) provide for any parking and manoeuvring spaces required</i></li></ul>	<p>The Acceptable Solution requires that the application for Visitor Accommodation be accommodated in existing buildings and have a floor area of not more than 160m<sup>2</sup>. The application does not meet the Acceptable Solution and is assessed against the corresponding Performance Criteria.</p> <p>There is very little residential use in the vicinity of the site. The reception centre and main cluster of villas are setback</p>



<p><i>pursuant to the Parking and Access Code on-site;</i></p> <p><i>(c) be of an intensity that respects the character of the use of the area;</i></p> <p><i>(d) not adversely impact the safety and efficiency of the local road network or disadvantage owners and users of private rights of way;</i></p> <p><i>(e) be located on the property's poorer quality agricultural land or within the farm homestead buildings precinct;</i></p> <p><i>(f) not fetter the rural resource use of the property or adjoining land.</i></p>	<p>approximately 1km from the nearest boundary to a lot that contains residential use.</p> <p>The application is required to comply with the provisions of the Parking and Access Code.</p> <p>The existing use of the site is for Visitor Accommodation. The application proposes to intensify this use at a scale and density that retains the natural bushland character and respects the character of the use of the area.</p> <p>The application is accompanied by a Traffic Impact Assessment that demonstrates the proposal will not adversely impact the road network or disadvantage users of rights of way.</p> <p>As discussed above, the site has low agricultural land capability and the proposed use will not fetter rural resource uses of the site or adjoining land.</p> <p>The application complies with the Performance Criteria.</p>
<p><b>26.3.3 Discretionary Use</b> <i>Objective: To ensure that discretionary non-agricultural uses do not confine or restrain the agricultural use of agricultural land.</i></p>	
Performance Criteria	Assessment of Application
<p><i>P1 - A discretionary non-agricultural use must not conflict with or fetter agricultural use on the site or adjoining land having regard to all of the following:</i></p> <p><i>(a) the characteristics of the proposed non-agricultural use;</i></p> <p><i>(b) the characteristics of the existing or likely agricultural use;</i></p> <p><i>(c) setbacks to site boundaries and separation distances between the proposed non-agricultural use and existing or likely agricultural use;</i></p> <p><i>(d) any characteristics of the site and adjoining land that would buffer the proposed non-agricultural use from the adverse impacts on the amenity from existing or likely agricultural use.</i></p>	<p>There is no Acceptable Solution for this standard so the application must be assessed against the Performance Criteria.</p> <p>Assessment of the application against the Performance Criteria of clause 26.3.1 demonstrates that the existing and likely agricultural use of the site and surrounding land was limited by low land capability and that the proposed use would not conflict with or fetter existing or likely agricultural uses.</p> <p>Agricultural use that occur on adjoining sites would be buffered from the proposed non-agricultural use by virtue of extensive setbacks, topography and native vegetation, helping to protect the amenity of the proposed use and avoid causing fettering of any likely agricultural use.</p>



- 8.2.5. The application is assessed as complying with all the relevant Use Standards in the Rural Resource Zone.

### 8.3. Development Standards in the Zone

- 8.3.1. The application meets the Acceptable Solution for clause 26.4.1 Building Height requiring that non-residential building height is not more than 10m.
- 8.3.2. The application also meets Acceptable Solution A1 of clause 26.4.2 by complying with the 20m minimum front setback.
- 8.3.3. Acceptable Solution A2 of clause 26.4.2 requires that 'building setback from side and rear boundaries must not be less than: 50m'. While all buildings are setback in excess of the 50m from the site boundary, the proposed staff accommodation buildings are located within 25m of the lot boundary of CT 166065/6 and therefore does not comply with the Acceptable Solution and must be assessed against the Performance Criteria as outlined below.

<b>26.4.2 Setback</b>	
<i>Objective: To minimise land use conflict and fettering of use of rural land from residential use, maintain desirable characteristics of the rural landscape and protect environmental values in adjoining land zoned Environmental Management.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P2</i></p> <p><i>Building setback from side and rear boundaries must maintain the character of the surrounding rural landscape, having regard to all of the following:</i></p> <ul style="list-style-type: none"> <li><i>(a) the topography of the site;</i></li> <li><i>(b) the size and shape of the site;</i></li> <li><i>(c) the location of existing buildings on the site;</i></li> <li><i>(d) the proposed colours and external materials of the building;</i></li> <li><i>(e) the visual impact on skylines and prominent ridgelines;</i></li> <li><i>(f) impact on native vegetation.</i></li> </ul>	<p>The proposed staff accommodation buildings are located in a cluster with the existing manager/owner residence which also breaches the 50m Acceptable Solution minimum setback.</p> <p>The effected boundary is common to CT 166065/8, which is part of the subject site and includes the existing and proposed staff accommodation access.</p> <p>Visual impact of the proposed staff accommodation is minimised by being nestled within native vegetation and sitting well below the prominent ridgeline of Mt Paul. Low sheen timber cladding has also been proposed to reduce the visual impact.</p> <p>The location of the proposed staff accommodation will not impact the surrounding rural landscape and will not cause land use conflict as the lots impacted are part of the one site and the staff accommodation is ancillary to the Visitor Accommodation use of the site.</p>





- 8.3.4. Clause 26.4.2 A3 requires that buildings for 'sensitive uses' be setback 100m from plantation forest, Private Timber Reserve or State Forest and 200m from land zoned Significant Agriculture. Part of the site (CTs 166065/8 and 166065/7) is a Private Timber Reserve. The provision is interpreted as requiring a setback from plantation forest, Private Timber Reserve or State Forest on adjoining land. A Private Timber Reserve is located on adjoining land to the north comprising CT 114383/1. The proposed sensitive use is setback in excess of 1km from the boundary of CT 114383/1. There is no land zoned Significant Agriculture within 200m of a proposed 'sensitive use'. The application meets A3 of clause 26.4.2.
- 8.3.5. The application complies with A4 of clause 26.4.2 as the proposed buildings are setback more than 100m from land zoned Environmental Management.
- 8.3.6. Clause 26.4.3 sets out design standards. The application complies with some of the Acceptable Solutions as detailed below. Where the application does not comply with the Acceptable Solution it is assessed against the Performance Criteria.

<b>26.4.3 Design</b>	
<i>Objective: To ensure that the location and appearance of buildings and works minimise adverse impact on the rural landscape.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><b>P1</b></p> <p><i>The location of building and works must satisfy all of the following:</i></p> <p><i>(a) be located on a skyline or ridgeline only if;</i></p> <p style="padding-left: 40px;"><i>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</i></p> <p style="padding-left: 40px;"><i>(ii) significant impacts on the rural landscape are minimised through the height of the structure, landscaping and use of colours with a light reflectance value not greater than 40 percent for all exterior building surfaces;</i></p> <p><i>(b) ...</i></p> <p><i>(c) be located in an area requiring the clearing of native vegetation only if:</i></p> <p style="padding-left: 40px;"><i>(i) there are no sites clear of native vegetation and clear of other significant constraints such as</i></p>	<p>The Acceptable Solution allows for the siting of buildings to be within any of the following:</p> <ul style="list-style-type: none"> <li>• a building area shown on the title;</li> <li>• be an addition or alteration to an existing building;</li> <li>• be located in an area not requiring the clearance of native vegetation and not on a skyline or ridgeline.</li> </ul> <p>The addition to the reception centre and screening of the existing 8 villas to the east complies with the Acceptable Solution. The remaining development is assessed against the Performance Criteria.</p> <p>One cluster of 4 villas, which are closest to the existing villas, is located on a ridgeline that can be viewed from parts of Friendly Beaches triggering the application of P1(a). The ridgeline is already clear of native vegetation and the existing villas can also be seen from this viewpoint. To reduce the visual impact of this particular cluster of proposed villas, it is recommended to include a condition</p>



<p><i>access difficulties or excessive slope, or the location is necessary for the functional requirements for infrastructure;</i></p> <p><i>(ii) the extent of clearing is the minimum necessary to provide for buildings, associated works and associate bushfire protection measures.</i></p>	<p>on the permit to require a landscaping plan.</p> <p>Of the 7 clusters of villas proposed, all but the 1 located on a ridgeline will require some sort of native vegetation clearance. Varying degrees of vegetation removal or modification will also be required for other elements of the proposal and must be assessed in accordance with P1(c).</p> <p>The application is supported by an Ecological Assessment demonstrating that the extent of disturbance of native vegetation has been taken into consideration as part of the site analysis and development design.</p> <p>The nature of the proposed use is to retain the bushland setting. Some vegetation removal is required for construction, visitor amenity and to comply with bushfire protection measures, the extent of which is considered minimal in accordance with P1(c).</p>
<p><i>P2</i></p> <p><i>Buildings must have external finishes that are non-reflective and coloured to blend with the rural landscape.</i></p>	<p>The external finishes are typically hardwood cladding with a natural low sheen finish and fibre cement wall cladding with the colour not stipulated.</p> <p>The application proposes in general terms that the external finishes are consistent with the Performance Criteria although there are certain surfaces identified in the plans that are yet to be determined. It is proposed to recommend a permit condition to give effect to this Performance Criteria.</p>

8.3.7. Acceptable Solution A3 of clause 26.4.3 requires that any fill or excavation must not be more than 2m from natural ground level. The proposed staff accommodation and additions to the reception centre are located on relatively level ground that does not require significant excavation or fill. The proposed villas are typically located on steeper ground but do not require significant excavation or fill due to the pole design that allows the floor level to sit above the slope. The application complies with A3 of clause 26.4.3.

8.3.8. The application is assessed as satisfying, either by meeting the Acceptable Solution or addressing the Performance Criteria, all the relevant Development Standards in the Rural Resource Zone.

#### 8.4. E3.0 Landslide Code

8.4.1. Some of the proposed development areas are located on land subject to the Medium or Low Landslide Hazard Areas causing the application of the Landslide Code.

8.4.2. Clause E3.4 lists the types of use and development that is exempt from the Landslide Code, including:

...

(c) *buildings within a Low Landslide Hazard Area;*

(d) *minor extensions within the Medium Landslide Hazard Area;*

(e) *major extensions and new buildings with a gross floor area no more than 200m<sup>2</sup> in the Medium Landslide Hazard Area;*

(f) *minor structures or outbuildings; ...*

8.4.3. The proposed buildings are within the Low and Medium Landslide Hazard Areas and are exempt from the Landslide Code because it either meets E3.4 (c) or is within a Medium Landslide Hazard Area and has a proposed floor area of less than 200m<sup>2</sup>, thereby meeting E3.4 (e).

8.4.4. Although the proposed buildings are exempt from the Landslide Code, works associated with access and parking are subject to development standards and the Visitor Accommodation Use is subject to a use standard as detailed below.

8.4.5. The Landslide Code lists Visitor Accommodation as a 'Vulnerable Use' and applies the following use standard with no corresponding Acceptable Solution:

<b>E3.6.2 Vulnerable Use</b>	
<p><i>Objective: To ensure that:</i></p> <p>(a) <i>a vulnerable use, other than visitor accommodation, is only located on land in a Landslide Hazard Area in exceptional circumstances;</i></p> <p>(b) <i>if a vulnerable use is located in a Landslide Hazard Area, landslide hazard management measures reflect the risk arising from the landslide hazard and the characteristics, nature and scale of the use taking into consideration the specific circumstances of users of the site.</i></p>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P2</i></p> <p><i>Vulnerable use must satisfy all of the following:</i></p> <p>(a) <i>No part of the vulnerable use is located in high Landslide Hazard Area;</i></p> <p>(b) <i>Landslide risk to occupants, staff, visitors and emergency personal associated with the vulnerable use is either:</i></p> <p style="padding-left: 40px;">(i) <i>Acceptable risk; or</i></p> <p style="padding-left: 40px;">(ii) <i>Capable of feasible and effective treatment through hazard management measures, so as to be tolerable risk.</i></p>	<p>The applicant states that all works required to meet this standard will be subject to a geotechnical assessment and engineering certification as part of the building permit, ensuring risks to the occupants, staff, visitors and emergency personnel are managed accordingly.</p> <p>It is recommended to include a condition on the permit to give effect to this standard and the obligation made by the applicant.</p>



<p>(c) <i>Landslide risk to occupants, staff and visitors takes into consideration their specific circumstances including their ability to:</i></p> <ul style="list-style-type: none"> <li>(i) <i>Protect themselves and defend property from landslide;</i></li> <li>(ii) <i>Evacuate in an emergency;</i></li> <li>(iii) <i>Understand and respond to instructions in the event of a landslide;</i></li> </ul> <p><i>whilst minimising risk to emergency personnel.</i></p>	
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8.4.6. The proposed works associated with the construction of access and parking is considered 'Major Works', as defined by the Landslide Code, because it involves excavation or soil disturbance of an area of 1,000m<sup>2</sup> or greater.

8.4.7. The development standard for Major Works is assessed against the application as sets out below:

<b>E3.7.3 Major Works</b>	
<p><i>Objective: To ensure that landslide risk associated with major works in Landslide Hazard Areas, is:</i></p> <ul style="list-style-type: none"> <li>(a) <i>acceptable risk; or</i></li> <li>(b) <i>tolerable risk, having regard to the feasibility and effectiveness of any measures required to manage the landslide hazard.</i></li> </ul>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P1</i></p> <p><i>Major works must satisfy all of the following:</i></p> <ul style="list-style-type: none"> <li>(a) <i>no part of the works is in a High Landslide Hazard Area;</i></li> <li>(b) <i>the landslide risk associated with the works is either:</i> <ul style="list-style-type: none"> <li>(i) <i>acceptable risk; or</i></li> <li>(ii) <i>capable of feasible and effective treatment through hazard management measures, so as to be tolerable risk.</i></li> </ul> </li> </ul>	<p>There is no corresponding Acceptable Solution.</p> <p>There are no works proposed in a High Landslide Hazard Area.</p> <p>As above, the applicant states that all works required for access and parking will be subject to a geotechnical assessment and engineering certification as part of the building permit, ensuring that risks are managed and treated to an acceptable level.</p> <p>It is recommended to include a condition on the permit to give effect to this standard and the obligation made by the applicant.</p>

8.4.8. The application is assessed as complying with the Landslide Code.

## 8.5. E5.0 Road and Railway Assets Code

8.5.1. The Road and Railway Assets Code applies to the application because it proposes the intensification of the use of an existing access. The relevant Use

Standard for existing road accesses and junctions allows for a 10% increase as the Acceptable Solution. Use generated by the application is in excess of the amount allowed by the Acceptable Solution so it must be considered against the Performance Criteria as provided below.

<b>E5.5.1 Existing road accesses and junctions</b>	
<i>Objective: To ensure that the safety and efficiency of roads is not reduced by increased use of existing access and junctions.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><b>P2</b></p> <p><i>Any increase in vehicle traffic at an existing access or junction in an area subject to a speed limit of more than 60km/h must be safe and not unreasonably impact on the efficiency of the road, having regard to:</i></p> <ul style="list-style-type: none"> <li><i>(a) the increase in traffic caused by the use;</i></li> <li><i>(b) the nature of the traffic generated by the use;</i></li> <li><i>(c) the nature and efficiency of the access or the junction;</i></li> <li><i>(d) the nature and category of the road;</i></li> <li><i>(e) the speed limit and traffic flow of the road;</i></li> <li><i>(f) any alternate access to a road;</i></li> <li><i>(g) the need for the use;</i></li> <li><i>(h) any traffic impact assessment; and</i></li> <li><i>(i) any written advice received from the road authority.</i></li> </ul>	<p>The application is accompanied by a Traffic Impact Assessment (TIA) that calculates 84 additional traffic movements per day as a result of the application, giving an overall traffic generation of 121 vehicle movements per day.</p> <p>The Performance Criteria is addressed at page 13 of the TIA which states that the application causes an increased peak volume of 11 vehicles per hour, equating to an additional vehicle every 5 minutes, and that the traffic generated will not unreasonably impact the safety and efficiency of the access or the category 4 road.</p> <p>The submission provided in the TIA is supported.</p>

- 8.5.2. The TIA calculated the sight distance at the access point to be 213m to the north and 216m to the south which is below the 250m minimum required by A1 of E5.6.4.

<b>E5.6.4 Site distance at accesses, junctions and level crossings</b>	
<i>Objective: To ensure that accesses, junctions and level crossings provide sufficient sight distance between vehicles and between vehicles and trains to enable safe movement of traffic.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><b>P1</b></p> <p><i>The design, layout and location of an access, junction or rail level crossing must provide adequate sight distances to ensure the safe movement of vehicles, having regard to:</i></p> <ul style="list-style-type: none"> <li><i>(a) the nature and frequency of the traffic generated by the use;</i></li> </ul>	<p>The TIA addresses the Performance Criteria concluding that the access has been operating for some time and that the sight distances comply with the requirements of Austroads minimum gap sight distance (MGSD), which applies</p>

<p>(b) <i>the frequency of use of the road or rail network;</i></p> <p>(c) <i>any alternative access;</i></p> <p>(d) <i>the need for the access, junction or level crossing;</i></p> <p>(e) <i>any traffic impact assessment;</i></p> <p>(f) <i>any measures to improve or maintain sight distance; and</i></p> <p>(g) <i>any written advice received from the road or rail authority.</i></p>	<p>different parameters specific to private property access.</p> <p>The assessment provided in the TIA is supported and the application is assessed as complying with the Performance Criteria.</p>
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8.5.3. The application is assessed as meeting the provisions of the Road and Railway Assets Code.

## 8.6. E6.0 Parking and Access Code

8.6.1. The application proposes 1 car parking space per villa (28 in total), 16 spaces for the reception centre and 5 spaces for the staff accommodation. The proposed number of car parks meets the requirements of Table E6.1 and therefore satisfies Acceptable Solution A1 of E6.6.1.

8.6.2. Accessible parking is provided adjacent to the 3 proposed accessible villas and a further 2 spaces are proposed at the reception centre. The number of proposed accessible spaces is consistent with the provisions of the BCA and is located as close as practicable to the building entrances complying with A1 of E6.6.2.

8.6.3. The planning scheme requires consideration of the provision of motorcycle and bicycle parking spaces. There are no motorcycle or bicycle parking spaces proposed by the application so it must be assessed against the Performance Criteria.

<b>E6.6.3 Number of Motorcycle Parking Spaces</b>	
<i>Objective: To ensure enough motorcycle parking is provided to meet the needs of likely users of a use or development.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><b>P1</b></p> <p><i>The number of on-site motorcycle parking spaces must be sufficient to meet the needs of likely users having regards to all the following, as appropriate:</i></p> <p>(a) <i>motorcycle parking demand;</i></p> <p>(b) <i>the availability of on-street and public motorcycle parking in the locality;</i></p> <p>(c) <i>the availability and suitability of alternative arrangements for motorcycle parking provisions.</i></p>	<p>The amount of proposed car parking spaces adequately provide for occupants regardless of whether they travel by car or motorcycle. There is also plenty of space for informal parking of motorcycles should the need arise.</p>





#### **E6.6.4 Number of Bicycle Parking Spaces**

*Objective: To ensure enough bicycle parking is provided to meet the needs of likely users and by doing so encourage cycling as a healthy and environmentally friendly mode of transport for commuter, shopping and recreational trips.*

<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P1</i></p> <p><i>The number of on-site bicycle parking spaces provided must have regard to all of the following:</i></p> <ul style="list-style-type: none"><li><i>(a) the nature of the use and its operations;</i></li><li><i>(b) the location of the use and its accessibility by the cyclist;</i></li><li><i>(c) the balance of the potential need of both those working on a site and client or other visitors coming to the site.</i></li></ul>	<p>Given the nature of the use and its location it is unlikely to generate use by cyclists as their primary mode of transport.</p> <p>Visitors might engage in recreational cycling on the site but there is considered adequate space on the decks of the villas or informal spaces around the reception centre to park bicycles to still encourage their use as a healthy and environmentally friendly mode of transport consistent with the objective of the standard.</p>

8.6.4. The application proposes to utilise the single existing access point off Coles Bay Road complying with E6.7.1 A1 and submits that this access point complies with the Australian Standard referred to in A1 of E.6.7.2.

8.6.5. Vehicle passing areas along the access are not provided in accordance with A1 of E6.7.3 so the application is assessed against the Performance Criteria.

#### **E6.7.3 Vehicle Passing Area Along an Access**

*Objective: To ensure that:*

- (a) the design and location of access and parking creates a safe environment for users by minimising the potential for conflicts involving vehicles, pedestrian and cyclists;*
- (b) use or development does not adversely impact on the safety or efficiency of the road network as a result of delayed turning movement into a site.*

<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P1</i></p> <p><i>Vehicular passing areas must be provided in sufficient number, dimension and siting so that the access is safe, efficient and convenient, having regard to all of the following:</i></p> <ul style="list-style-type: none"><li><i>(a) avoidance of conflicts between users including vehicles, cyclists and pedestrians;</i></li><li><i>(b) avoidance of unreasonable</i></li></ul>	<p>The existing access can accommodate vehicle passing along most of its length. The application proposes some widening in places which will provide further passing opportunities.</p> <p>The Bushfire Hazard Management Plan is required for building approval which includes the provision of passing bays generally located 100m apart and in line of sight. Given the traffic generated by the use and the existing and proposed availability of passing areas, the access</p>



<p><i>interference with the flow of traffic on adjoining roads;</i></p> <p>(c) <i>suitability for the type and volume of traffic likely to be generated by the use or development;</i></p> <p>(d) <i>ease of accessibility and recognition for users.</i></p>	<p>is considered to be able to operate in a safe and efficient manner avoiding conflict between users.</p> <p>The application is assessed as complying with the Performance Criteria.</p>
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8.6.6. On-site turning is provided consistent with the requirements of E6.7.4 A1 and parking area will be constructed to meet the Australian Standard required by E6.7.5 A1.

8.6.7. Clause E6.7.7 requires that parking, vehicle circulation roadways and pedestrian paths used outside daylight hours be provided with lighting.

<b>E6.7.7 Lighting of Parking Area</b>	
<p><i>Objective: To ensure parking and vehicle circulation roadways and pedestrian paths used outside daylight hours are provided with lighting to a standard which:</i></p> <p>(a) <i>enables easy and efficient use;</i></p> <p>(b) <i>promotes the safety of users;</i></p> <p>(c) <i>minimises opportunities for crime or anti-social behaviour; and</i></p> <p>(d) <i>prevents unreasonable light overspill impacts.</i></p>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><b>P1</b></p> <p><i>Parking and vehicle circulation roadways and pedestrian paths used outside daylight hours must be provided with lighting to a standard which satisfies all of the following;</i></p> <p>(a) <i>enables easy and efficient use of the area;</i></p> <p>(b) <i>minimises potential for conflicts involving pedestrians, cyclists and vehicles;</i></p> <p>(c) <i>reduces opportunities for crime or anti-social behaviour by supporting passive surveillance and clear sight lines and treating the risk from concealment or entrapment point;</i></p> <p>(d) <i>prevents unreasonable impact on the amenity of adjoining users through light overspill;</i></p> <p>(e) <i>is appropriate to the hours of operation of the use.</i></p>	<p>Although the application did not provide details of a lighting plan, it is acknowledged that one is required for building approval. It is recommended that a condition be placed on the permit giving effect to this standard.</p>



8.6.8. For the purpose of applying clause E6.7.14, requiring that access to a road must be in accordance with the requirements of the road authority, the TIA was referred to the Department of State Growth as the relevant road authority with no comments received.

8.6.9. The application is assessed as meeting the provisions of the Parking and Access Code.

#### 8.7. E7.0 Stormwater Management Code

8.7.1. The site is not serviced by public stormwater infrastructure requiring the application to be assessed against P1 of E7.7.1.

<b>E7.7.1 Stormwater Drainage and Disposal</b>	
<i>Objective: To ensure that stormwater quality and quantity is managed appropriately.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><i>P1</i></p> <p><i>Stormwater from new impervious surfaces must be managed by any of the following:</i></p> <ul style="list-style-type: none"> <li><i>(a) disposed of on-site with soakage devices having regard to the suitability of the site, the system design and water sensitive urban design principles;</i></li> <li><i>(b) collected for re-use on the site;</i></li> <li><i>(c) disposed of to public stormwater infrastructure via a pump system which is designed, maintained and managed to minimise the risk of failure to the satisfaction of the Council.</i></li> </ul>	<p>The application proposes a combination of collection of stormwater for re-use and drainage to soakage trenches for the parking and access areas incorporating water sensitive urban design principles consistent with the Performance Criteria.</p> <p>This requirement is enforced through a recommended condition on the permit.</p>

8.7.2. The application submits that the proposed stormwater system will comply with A2 and A3 of E7.7.1 which will also be enforced by recommended permit conditions.

8.7.3. The application is assessed as complying with the relevant provisions of the Stormwater Management Code.

#### 8.8. E10.0 Biodiversity Code

8.8.1. The majority of the site is covered by the Biodiversity Protection Area overlay. The application was accompanied by an Ecological Assessment Report that provides an assessment of the application against the relevant provisions of the Biodiversity Code. This report has been reviewed and endorsed by Council's Biodiversity Officer.



- 8.8.2. The Biodiversity Code applies one Standard to the application which has to be assessed against the Performance Criteria. The Performance Criteria categorises the biodiversity values based on priority values and requires consideration of different criteria based on those values. The categories relevant to the application are identified in the Ecological Assessment Report as being high and low priority biodiversity values. The Performance Criteria relating to the clearance or conversion of these areas required by the application are assessed below.

<b>E10.7.1 Building and Works</b>	
<i>Objective: To ensure that development for building and works that involves the clearance and conversion or disturbance within a Biodiversity Protection Area does not result in unnecessary or unacceptable loss of priority biodiversity values.</i>	
<b>Performance Criteria</b>	<b>Assessment of Application</b>
<p><b>P1</b></p> <p><i>Clearance and conversion or disturbance must satisfy the following:</i></p> <p>(a) <i>If low priority biodiversity values:</i></p> <p>(i) <i>Development is designed and located to minimise impacts, having regard to constraints such as topography or land hazard and the particular requirements of the development;</i></p> <p>(ii) <i>Impacts resulting from bushfire hazard management measures are minimised as far as reasonably practicable through siting and fire-resistant design of habitable buildings;</i></p> <p>(b) ....</p> <p>(c) <i>If high priority biodiversity values:</i></p> <p>(i) <i>development is designed and located to minimise impacts, having regard to constraints such as topography or land hazard and the particular requirements of the development;</i></p> <p>(ii) <i>impacts resulting from bushfire hazard management measures are minimised as far as reasonably practicable through siting and fire-resistant design of habitable buildings;</i></p> <p>(iii) <i>remaining high priority biodiversity values on the site are retained and improved through implementation of current best practice mitigation</i></p>	<p>The Ecological Assessment report states that 'the design has taken good account of high conservation ecological values and that the impacts will be minimised through careful placement and innovative construction techniques' consistent in general terms with P1(a)(i) and (c)(i).</p> <p>Staff accommodation is located in an area of low priority biodiversity. The architectural plans show a 35m bushfire hazard management area surrounding the proposed staff accommodation with the retention of many of the surveyed trees.</p> <p>Some of the villas are located in high priority biodiversity areas. The application states that the villas will be constructed to BAL 12.5 and require only minimal vegetation clearance for bushfire hazard management involving 'restricted to slashing the understorey and trimming overhanging branches such that the net loss of vegetation is minimised'.</p> <p>It is not expected that the remaining high priority biodiversity values on the site will be impacted by the proposed use and development or that the ongoing use will result in residual adverse impacts on biodiversity values.</p> <p>The Performance Criteria allows the removal of high priority biodiversity values to be considered if 'special circumstances exist' (P1(c)(iv). 'Special circumstances' is defined in the Biodiversity Code as:</p> <p><i>means particular circumstance associated with the proposed use</i></p>



<p><i>strategies and ongoing management measures designed to protect the integrity of these values;</i></p> <p><i>(iv) special circumstances exist;</i></p> <p><i>(v) residual adverse impacts on high priority biodiversity values not able to be avoided or satisfactorily mitigated are offset in accordance with the Guidelines for the use of Biodiversity Offsets in the Local Planning Approval Process, Southern Tasmanian Councils Authority 2013 and any relevant Council policy.</i></p>	<p><i>or development that justify loss of high priority biodiversity values. Special circumstances are considered to exist if one or more of the following apply:</i></p> <ul style="list-style-type: none"><li><i>a) the use or development will result in significant long term social or economic community benefits and there is no feasible alternative location;</i></li><li><i>b) ongoing management cannot ensure the survival of high priority biodiversity values on the site and there is little potential for recruitment or for long term persistence;</i></li><li><i>c) the extent of the proposed removal of high priority biodiversity values on the site is insignificant relative to the extent of that community elsewhere in the vicinity.</i></li></ul> <p>The accompanying Ecological Assessment identifies the locations of two threatened species (<i>Desmodium gunnii</i> and <i>Glycine microphylla</i>) relative to the proposed villas that will be potentially impacted. It also identifies the distribution of these species in the wider area (refer to Figure 9 of Ecological Assessment) and describes their abundance at some of these locations and reservation status.</p> <p>The Ecological Assessment identifies that both threatened species are herbaceous ground cover plants that respond favourably to disturbance and acknowledges that the pole construction method for the proposed villas will, comparatively, minimise the impact to ground cover plants.</p> <p>The Ecological Assessment makes the following recommendation;</p> <p><i>“... in the first instance it is recommended to seek a solution that avoids direct impact on these species (e.g. avoid any disturbance where practical). However, where this cannot be accommodated (and we recognise that this is likely to be</i></p>
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	<p><i>the case), it should be acknowledged that the minor loss of the species from the villa locations would not represent a significant impact at any reasonable scales and these species will persist/re-colonise disturbed sites readily....”</i></p> <p>The extent of loss is insignificant in terms of the wider distribution and abundance consistent with part (c) of the definition of ‘Special Circumstances’ and thereby complies with P1(c)(iv).</p> <p>Council's Biodiversity Officer has also recommended that a Biodiversity Offset be required by condition and giving effect to P1(c)(v).</p> <p>The application is assessed as meeting the Performance Criteria.</p>
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8.8.3. The application complies with the provisions of the Biodiversity Code.

## 9. Referrals

### 9.1. Department of State Growth

- 9.1.1. The application was forwarded to the Department of State Growth who requested that TIA be prepared. The TIA was prepared and provided to the Department but no subsequent response received. Multiple follow-up requests to the Department were made.

### 9.2. Council Technical Officer

- 9.2.1. The application has been referred to Council's Technical Officer who provided advice, which has been taken into consideration in response to the assessment of the relevant Performance Criteria above, and recommended conditions and advice to be included on the permit should Council grant approval. The following comments were provided by Council's Technical Officer:

#### “Parking and Access

Access to the site is from Coles Bay Road. Coles Bay Road is a State Road constructed to a rural road standard with a speed limit of 100km/h in the vicinity of the access.

The application was referred to the department of State Growth.

A Traffic Impact Assessment prepared by Midson Traffic Pty Ltd was submitted with the application. The TIA estimates an increase in traffic generation of 84 vpd (peak 11vph). Total including existing is estimated as 121vpd (peak 16vph).

Sight distances from the access are 213m to the north and 216m to the south.

These are less than required by the scheme (250m) and less than the Safe intersection Sight Distance (SISD) required by Austroads for a design speed of 100km/h with a 2.0 second reaction time.

The TIA suggests that assessing sight distance using Minimum Gap Sight Distance (MGSD) criteria is appropriate and concludes that:

*“For vehicles exiting the driveway, a minimum gap in the Coles Bay Road traffic of 5 seconds is required. The corresponding MGSD for a gap of 5 seconds with a 100-km/h 85th percentile approach speed is 139 metres. The available sight distance exceeds the MGSD criteria and is therefore considered acceptable.”*

The TIA does not assess the internal driveway(s) ie width, passing, surfacing.

The site is located in a bushfire prone area. No Bushfire report was submitted with the application however the applicant states that “a bushfire assessment has been undertaken to ensure all matters required at building approval stage are included within this application, including any vegetation clearance and management.”

The applicant states that *“Part of the existing access is of sufficient width to provide passing along the length, at other parts the access provides more limited passing opportunities. Some upgrade of existing passing opportunities will be provided along existing internal sections as well as new sections of proposed accesses. These passing opportunities will be located to meet the requirement of the bushfire hazard management plan (generally 100m intervals), ...”*. Given the nature of the development and length of access this is considered satisfactory.

The access is unsealed from the edge of the road to the property boundary. The access should be upgraded including sealing, within the road reservation of Coles Bay Road. A permit from DSG will be required for any work within the Coles Bay Road reservation.

Table E6.1 of the scheme requires 1 parking space per Holiday Cabin/Unit which is met.

Applicant proposes 48 new spaces in total, relying on the restaurant and gallery being ancillary uses. Given the remoteness of the site from the public road the number of spaces provided will not affect on street parking or safety to the public road.

No bicycle or motorcycle parking is proposed.

#### Stormwater

There is no public stormwater infrastructure in the vicinity of the site.

The stormwater system proposed will be a combination of collection for use of the site and drainage to soakage trenches.

#### Landslide Code

The subject property is affected by the Landslide overlay. The applicant states that: *“There is no area within proximity of the proposed development which is within the High Landslide Hazard Area. Part of the site is mapped in the Medium Landslide Hazard Area near Mt Paul, however the remaining areas are Low.”*

P2(b) & (c) All works required to meet this standard will be subject to geotechnical assessment and engineering certification as part of the building Permit for the development and therefore ensuring that risk to occupants etc are acceptable given the use, users and management proposed."

9.3. Council Natural Resource Management Department

- 9.3.1. The application was referred to Council's NRM Department that commented that Ecological Assessment Report was very comprehensive and recommended conditions and advice consistent with the recommendations made in the report. All other conditions and advice has been incorporated into the recommended permit.

**10. Concerns raised by representors**

The following table outlines the issues raised in representations.



Issue raised	Response to Issue
That the development application should be readvertised on the basis that there is missing documentation from the application.	There was considered to be enough information in the application to assess it against the provisions of the planning scheme. While some of this information was not shown on the plans, statements and obligations made within the accompanying reports have been reiterated through recommended conditions to ensure the application conforms with the planning scheme and to address issues made by the representors.
That the public has been given insufficient time to review the application.	The application was exhibited in accordance with the statutory timeframes pursuant to the <i>Land Use Planning and Approvals Act 1993</i> .
That development should be confined to existing cleared areas, or if this is not possible, to require detailed surveys to locate buildings in bushland areas with no or less threatened plants.	<p>The siting of development has considered vegetation removal and avoided it where possible.</p> <p>While the planning scheme promotes the avoidance of vegetation clearance there are provisions that allow it to be considered, subject to satisfying certain criteria. An assessment of the application against the relevant planning scheme provisions is provided at section 8.8 of this report</p>
That the balance land should be protected through a perpetual covenant.	There is no planning scheme provision or specific issue raised to warrant the requirement of a covenant to be placed on the balance land.
That the full impact of disturbance to native vegetation is unclear as clearance for bushfire and roads and parking spaces are not shown on the plans.	<p>The architectural plans show:</p> <ul style="list-style-type: none"> <li>• the location of the villas and staff accommodation;</li> <li>• the bushfire hazard management area surrounding the staff accommodation;</li> <li>• the proposed design and construction method for the villas and staff accommodation, indicating the footprint or level of disturbance anticipated during construction;</li> <li>• the location of new roads and an indication of the extent of widening of existing roads; and</li> <li>• existing and proposed car parking spaces.</li> </ul> <p>The planning scheme does not require the application to be accompanied by a bushfire hazard management plan as these are required at the building approval stage.</p> <p>The supporting report prepared by Ireneinc states that 'a bushfire assessment has been undertaken' and that all relevant matters, including vegetation clearance and management, are included in this application'. It is acknowledged that this is indicative by virtue of the statement that the plan is yet to be endorsed by the TFS.</p> <p>The extent of bushfire hazard management areas are described in the Ireneinc report and the Ecological Assessment and are shown spatially on the architectural plans as being a 35m rectangle around the proposed staff accommodation area.</p> <p>Vegetation clearance for bushfire hazard management, as recommended in the Ecological Assessment, is:</p> <p>"that clearing for accommodation sites be restricted to slashing the understorey and trimming overhanging branches such that the net loss of vegetation is minimised. It is recognised that clearing will be wider for bushfire mitigation in the staff accommodation area. This is a requirement of Tasmanian Fire Service due to being permanent staff residences. The vegetation types in this area are not threatened or subject [to] any restriction regarding vegetation legislation or management."</p>





	<p>The application demonstrates the level of vegetation modification required to achieve anticipated bushfire protection levels. Should further vegetation clearance be required as part of a certified bushfire hazard management plan that is inconsistent with the obligations made by this application, a further application specifically for vegetation removal may be required.</p> <p>The full impact of vegetation clearance and disturbance has been demonstrated by the application.</p>
That the development may harm the coastal heath and associated fauna behind Friendly Beaches and impact water quality of Friendly Beaches and Saltwater Lagoon. What measures does Council intend to take mitigate these impacts?	<p>There is no development proposed on or near the coastal heath located behind Friendly Beaches.</p> <p>The application will not impact the water quality of Friendly Beaches or Saltwater Lagoon which are located approximately 2.5 and 2.2km (respectively) from the closest proposed development on the site.</p>
That increased traffic on the access road will result in a potential increase of road kill and recommendation that the proponent incorporate measures to reduce road kill including; <ul style="list-style-type: none"> <li>~ reducing speed;</li> <li>~ signage; and</li> <li>~ advice to guests.</li> </ul>	<p>The nature of the access road requires drivers to reduce their speed giving adequate response time to avoid collision and reduce road kill.</p>
That the development should require a condition to limit the potential impact on the Swift Parrot.	<p>Council's Biodiversity Officer has recommended that advice be included in the permit referring the developer to guidelines.</p>
In support of no signage as proposed by the application.	<p>Noted.</p>
That the application does not demonstrate how wastewater and stormwater will be managed and treated and this information should be available for comment by the public.	<p>Wastewater disposal is a plumbing matter dealt with under the Building Act.</p> <p>The application describes that stormwater will be a combination of collection for on-site re-use and drainage to soakage trenches consistent with water sensitive urban design principles. The application also includes a statement that the proposed system will be designed to comply with A3 of E7.7.1.</p>
That the application does not provide enough details regarding the provision of water to the site, which is especially important given its vulnerability to bushfire.	<p>The application details that stormwater from impervious surfaces will be collected for re-use on the site. The architectural plans show that water tanks are located under the proposed villas. The applicant will have to demonstrate adequate water supply for fire fighting purposes as part of an approved bushfire hazard management plan through the building approval process.</p>
That the application should include a bushfire hazard management plan detailing the location of hazard management areas and how the use and development will deal with high Fire Danger Rating (FDR) days and safeguard the wider area from fire.	<p>The planning scheme does not require the application to include a bushfire hazard management plan. The applicant has undertaken some bushfire assessment.</p> <p>The application does however detail various strategies that it proposes to adopt, including:</p> <ul style="list-style-type: none"> <li>• villas constructed to BAL 12.5;</li> <li>• staff accommodation to have higher BAL rating and surrounded by a 35m bushfire hazard management area;</li> <li>• existing cleared area surrounding the reception centre will be maintained and will provide a central refuge point if needed; and</li> </ul>





	<ul style="list-style-type: none"><li>the primary bushfire protection strategy for visitors will be evacuation and closing the accommodation if a fire threatens or on days with higher risk weather forecasts.</li></ul>
That no new tracks are established between the site and Freycinet National Park due to increased fire risk, impact on natural values and potential introduction of Phytophthora.	No new tracks are proposed as part of this application.
That the proposal adopts all prescriptions outlined by Biosecurity Tasmania to prevent the introduction of Phytophthora to uninfected areas.	Conditions and advice to this effect have been incorporated in the recommended permit.
That the development should remain visually unobtrusive	Noted and see comments below.
That the application should include a visual impact assessment which also addresses the mitigation of light spill from the site.	<p>The architectural plans and supporting reports were considered detailed enough to determine the visual impact of the application in accordance with the Rural Resource Zone Design standard at clause 26.4.3 of the planning scheme. The objective of this standard is “to ensure that the location and appearance of buildings and works minimises adverse impacts on the rural landscape”. While it is acknowledged that Mt Paul contributes to the broader Freycinet Peninsula landscape, its scenic values are not formally acknowledged in the planning scheme.</p> <p>The following factors also contributed to Council not requiring the applicant to provide a visual impact assessment:</p> <ul style="list-style-type: none"><li>villa clusters are located below prominent ridgelines;</li><li>villas are in clusters that are separated vertically and horizontally so the overall impact is not concentrated in any particular area;</li><li>many of the villas are nestled among native vegetation which is to be modified for fire protection and view fields but enough is proposed to be retained to soften the visual impact;</li><li>the villas are designed to sit on poles so no excavation of the hillside is required minimising visual impact;</li><li>the shape of the villas are rectangular, with the elevation having the most potential to be visually obtrusive being the smallest face of the buildings;</li><li>the existing reception centre is the most prominent existing structure and it cannot be seen by the naked eye from the Coles Bay lookout on the Wineglass Bay walking track;</li><li>The site is typically obscured by foreground hills from Coles Bay although the summit of Mt Paul can be seen from the southern end of Muirs Beach but there is no proposed development above the elevation that can be seen;</li><li>Dwellings located above the 25m contour on the eastern side of Swanwick Drive potentially have a view of the land subject to the development of 4 of the 7 clusters of villas. All of these 4 clusters are located among mature Eucalypts, some of which are surveyed trees that are shown to be retained on the architectural plans, that together with the colour scheme proposed and reinforced by recommended condition, will mitigate the visual impact from the specified location in Swanwick. It is also noted that the dwellings identified as being able to see the land subject to the 4 clusters of villas are typically designed to have their principle view facing towards The Hazards and Great Oyster Bay, with the view of the Mt Paul landscape being secondary.</li></ul>



	<ul style="list-style-type: none"> <li>the site is located at some distance from prominent public view sheds which limits the visual impact from these view points;</li> <li>The presence of the Scenic Road Corridor that applies a 100m buffer from the centre line of Coles Bay road has retained the vegetation so only a few glimpses of Mt Paul can be seen along this prominent tourist route;</li> <li>the cluster of villas located to the east of the reception centre and closest to the existing villas can be seen from parts of Friendly Beaches around Saltwater Lagoon. This was a separate issue raised in a representation and as such is addressed separately below.</li> </ul> <p>A condition has been included in the recommended permit to addresses light spill from the site.</p>
That the development will impact the escarpment overlooking Friendly Beaches and Saltwater Lagoon.	<p>The existing 8 villas can be seen from locations around Saltwater Lagoon and Friendly Beaches.</p> <p>As mentioned above, the proposed cluster of villas located closest to the existing villas have a similar aspect and outlook and can be seen from parts of Saltwater Lagoon and Friendly Beaches.</p> <p>As discussed in the assessment above, it is recommended that a landscaping condition be placed on the permit to reduce the visual impact of this particular cluster of villas.</p>
That continuing pressure from tourist numbers and consequent development to accommodate them is putting unreasonable pressure on Freycinet National Park and surrounding settlements.	This is not a matter that can be explicitly considered in the context of the assessment of this development application. It is a broader planning policy issue for Council and stakeholders to consider.
That inappropriate development compromises the attraction of why people visit Freycinet Peninsula and that the scale of the development is too large.	<p>The application complies with the planning scheme requirements and relevant legislation.</p> <p>As mentioned above, there are broader planning policy issues embedded in some of the issues raised relating to development pressure and the appropriateness of development on Freycinet Peninsula.</p>
That the nationality of the owners will cause the profits generated from the development to go offshore and not benefit the local community.	Not a relevant matter for consideration under the planning scheme.
That the proposed use is inconsistent with the purpose of the Rural Resource zone.	<p>The planning scheme (at cl 8.10.2) requires that the planning authority has regard to the zone purpose when determining a discretionary use 'but only insofar as each purpose ... is relevant to the particular discretion being exercised'.</p> <p>The preceding assessment demonstrates that the proposed discretionary use complies with the relevant use standards having considered, where necessary, the relevant purpose statements of the Rural Resource Zone.</p>
That the application does not comply with the Sensitive Use Standard at clause 26.3.1	Some of the following issues raised in a representation included statements that the application did not comply with certain provisions but did not provide any specific reasons. Therefore, the responses are simply referred back to the assessment against the corresponding provision in the body of the report.
That the application does not comply with the Visitor	Refer to assessment against clause 26.3.2 above.



Accommodation Use Standard at clause 26.3.2	
That the application does not comply with the Discretionary Use Standard at clause 26.3.3	Refer to assessment against clause 26.3.3 above.
That the application does not comply with the Acceptable Solution for side and rear setback and does not meet P2 of Clause 26.4.1 as the building setback does not maintain the character of the surrounding rural landscape.	Refer to assessment against clause 26.4.1 above.
That the application does not comply with the setback for sensitive use at A3 and P3 of clause 26.4.1	Refer to assessment against clause 26.4.1 above
That the application does not comply with the Design Development Standard at Clause 26.4.3 and montages ought to have been provided.	Refer to assessment against clause 26.4.3 above.  For reasons also discussed above, it was not necessary for the applicant to produce montages and conditions have been recommended to reduce the visual impact.
That land located in the EMZ and used to access the site, which is given the proposed Visitor Accommodation use a permitted status by virtue of clause 9.6, fails to comply with clause 29.3.1 - Use Standards for Reserved Land.	Refer to section 8.2.3 of this report for interpretation of the application of clause 9.6 – Access Across Land in Another Zone.
That the application does not comply with either A2 or P2 of clause E3.6.2, clause E3.7.1 and E3.7.3 of the Landslide Code.	Refer to assessment against the Landslide Code above.
That the application does not comply with A2 or P2 of clause E5.5.1 of the Road and Railway Assets Code	Refer to assessment against E5.5.1 above.
That the application does not comply with Table E6.1 - Number of Car Parking Spaces Required in the Parking and Access Code, as there is no 50% reduction for ancillary uses as calculated in the application and therefore it fails to satisfy A1 of clause E6.6.1. The representor also claims that the corresponding Performance Criteria is not satisfied as the number of on-site car parking spaces will not be sufficient to meet the reasonable needs of users and that this could cause parking overflow which will impact the surrounding area.	Table E6.1 includes the car parking requirements for the Visitor Accommodation Use Class, which includes a subset of uses including the proposed 'holiday cabin, holiday unit'. The corresponding rows in the table state that the rate of car parking is 1 "for each unit and one space for each manager's dwelling and 50% of the relevant requirement for any ancillary use".  The application has calculated the correct number of car parking spaces as required by Table E6.1, thereby satisfying A1 of E6.6.1.



That the application does not comply with clause E6.6.3 – Number of Motorcycle Parking Spaces, clause E6.6.4 – Number of Bicycle Parking Spaces and clause 6.7.3 Vehicular Passing Areas Along an Access of the Parking and Access Code.	Refer to assessment against E6.6.3, E6.6.4 and E6.7.3 above.
That the application does not comply with A1 or P1 of clause E7.7.1 – Stormwater Drainage and Disposal in the Stormwater Management Code.	Refer to assessment against E7.7.1 above.
That the application does not comply with clause E10.7.1 of the Biodiversity Code.	Refer to assessment against E10.7.1 above.
That the State Coastal Policy 1996 applies as the Proposal is within the stipulated Coastal Zone which is within one kilometre inland from the high-water mark, in this case, Pelican Bay. Section 2.3 of the State Coastal Policy 1996 requires that proposals for tourism use and development must be subject to an environmental impact assessment which has not been provided with the application.	Approximately 4.5ha of the south-western corner of CT 166065 is located within 1km of the high water mark making that part of the site within the Coastal Zone as defined by the <i>State Coastal Policy 1996</i> . There is no development proposed on land within the Coastal Zone. The closest land to the high water mark that is proposed to be developed is the additional staff accommodation located on CT 166065 which is 1.5km from the high water mark and is therefore outside the Coastal Zone.

## 11. Conclusion

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

## 12. Recommendation

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 *Additions and alterations to Visitor Accommodation use including development of 28 villas, extension and refurbishment of existing reception centre, 4 additional staff accommodation buildings, privacy screening for some existing villas, waste and storage facilities and access and parking associated with the additional development at 1819 and 1593 Coles Bay Road, Coles Bay (DA 2019/64)*, be APPROVED subject to the following conditions:

### General

1. The development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
2. The use and development must, unless modified by the conditions of this permit, be undertaken in accordance with all commitments and recommendations detailed in:
  - A. Architectural drawings by JAWS Architects, dated February 2019;
  - B. Planning Submission prepared by Ireneinc Planning and Urban Design, dated March 2019;
  - C. Ecological Assessment prepared by ECOTas, dated March 2019;
  - D. Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, dated May 2019.

### Services

3. 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

4. Prior to the commencement of use, at least forty eight (48) additional 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.
5. Car parking spaces must be provided for people with a disability in accordance with the relevant provisions of the Building Code of Australia.
6. Parking and vehicle circulation roadways and pedestrian paths serving 5 or more car parking spaces, used outside daylight hours, must be provided with lighting in accordance with clause 3.1 "Basis of Design" and clause 3.6 "Car Parks" in AS/NZS 1158.3.1:2005 Lighting for roads and public spaces Part 3.1: Pedestrian area (Category P) lighting, or as otherwise approved by Council's General Manager.
7. To the satisfaction of Council's General Manager or their delegate, 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) a minimum carriageway width of 4m;

- (c) passing bays of 2m additional carriageway width and 20m length must be provided every 100m;
  - (d) on site turning;
  - (e) have a gravel surface that is designed, constructed and maintained to avoid dust or mud generation, erosion or sediment transfer on or off site;
  - (f) stormwater drainage;
  - (g) be in accordance with the requirements of an approved Bushfire Hazard Management Plan.
  - (h) be fully complete prior to the commencement of use.
8. To the satisfaction of Councils General Manager or their delegate, 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.*
9. 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.
10. The existing access off Coles Bay Road must be upgraded in accordance with a Works Permit issued by the Department of State Growth within six months of the commencement of use. Works must include, but are not limited to:
- a) Maintaining sight lines to and from the access at all times.
  - b) Sealed surface from Coles Bay Road to the edge of the road reservation.
- Advice: A permit in accordance with the Roads & Jetties Act - Section 16 will be required prior to any works being undertaken within the State road reservation, application is available via <http://www.transport.tas.gov.au/road/permits>.*
11. Prior to the commencement of the use, a detailed car parking plan prepared and certified by a qualified civil engineer or other competent person must be submitted showing:
- (a) location and dimension of all car parking spaces, access, aisles and turning areas;
  - (b) turning paths;
  - (c) pavement construction;
  - (d) line marking or other delineation;
  - (e) design surface levels and drainage;
  - (f) lighting;
  - (g) Upgraded access from Coles Bay Road to the edge of the road reservation (including seal)
- If satisfactory, the car parking plan will be endorsed and will form part of this permit.

12. On completion of works shown in the car parking plan and prior to the commencement of use, a practicing civil engineer must provide certification to Council stating that the works have been constructed in accordance with the endorsed drawings and specifications approved by Council.

#### **Stormwater**

13. The Developer is to incorporate Water Sensitive Urban Design Principles into the development for the treatment and disposal of stormwater. These Principles will be in accordance with the Water Sensitive Urban Design Procedures for Stormwater Management in Southern Tasmania and to the satisfaction of the Council's General Manager or their delegate.
14. Stormwater drainage must be disposed of on site by means of soakage trenches or other approved method in accordance with the *Building Act 2016*.

#### **Soil and Water Management**

15. 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 or their delegate prior to the commencement of works.
16. No top soil is to be removed from the site.

#### **Construction**

17. 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 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.

#### **Builder's Waste**

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

#### **Geotechnical**

19. Prior to the commencement of works, a Geotechnical Report prepared by a suitably qualified person must be submitted to, and approved by, Council's General Manager or their delegate. When approved, the report will be endorsed and will then form part of the permit. The report is to show that:
  - a) No part of the works is located within a High Landslide Hazard Area; and
  - b) The landslide risk associated with the works is either:
    - (i) Acceptable risk; or
    - (ii) Capable of feasible and effective treatment through hazard management measure, so as to be tolerable risk.



20. Prior to the commencement of the use, a Landslide Risk Report prepared by a suitably qualified person must be submitted to, and approved by, Council's General Manager or their delegate. When approved, the report will be endorsed and will then form part of the permit. The report is to show that:

- a) No part of the Visitor Accommodation Use is located in a High Landslide Hazard Area; and
- b) Landslide risk to occupants, staff, visitors and emergency personal associated with the use is either:
  - (i) Acceptable risk; or
  - (ii) Capable of feasible and effective treatment through hazard management measure, so as to be tolerable risk.
- c) Landslide risk to occupants, staff and visitors takes into consideration their specific circumstances including their ability to:
  - (i) Protect themselves and defend property from landslide;
  - (ii) Evacuate in an emergency;
  - (iii) Understand and respond to instructions in the event of a landslide;

whilst minimising risk to emergency personnel.

### **Biodiversity**

- 21. An offset plan is required for the loss of high priority biodiversity values across the whole development footprint to be approved by the Council's General Manager or their delegate prior to the commencement of construction works.
- 22. Suitable barriers must be erected during the construction of the development to ensure native vegetation that must be retained is not damaged during construction works.
- 23. The approved removal of native vegetation must minimise impact to retained native vegetation, soils and watercourses to the satisfaction of the Council's General Manager or their delegate.
- 24. All vehicles and equipment associated with construction of the development and/or operation of the use must be cleaned of soil prior to entering and leaving the site to minimise the introduction and/or spread of weeds and diseases including *Phytophthora cinnamomi* to the satisfaction of the Council's General Manager or their delegate.

*Advice: 'Weed and Disease Planning and Hygiene Guidelines' can be found at: <http://dpipwe.tas.gov.au/invasive-species/weeds/weed-hygiene/weed-and-disease-planning-and-hygiene-guidelines>.*

*Advice: A number of plants of the declared weed Nodding Thistle (Carduus nutans) are present on the property. This is a Zone A weed in Glamorgan Spring Bay Municipality and as such you are obligated under the Tasmania Weed Management Act 1999 to eradicate it. More information on this weed and how to control it can be found at: <http://dpipwe.tas.gov.au/invasive-species/weeds/weeds-index/declared-weeds-index/nodding-thistle>*

*Advice: It is recommended that the following potentially invasive environmental weeds in the vicinity of the development be controlled: Conium maculatum (hemlock), Reseda luteola (cutleaf mignonette) and Nymphaea alba (white waterlily).*



### **Visual Impact**

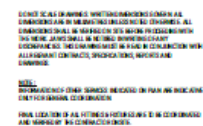
25. Any variation to the colour scheme or external cladding shown on the endorsed plans must be approved in writing by Council's General Manager. Where the finishes of external surfaces are yet to be determined, they must be finished using colours with limited light reflectance value the details of which must be submitted to, and approved by, Council's General Manager or their delegate prior to commencement of works.
26. All illumination must be confined to the land in accordance with the requirements of Australian Standard AS 4282-1997, Control of the obtrusive effects of outdoor lighting, at all times, for the duration of the development.
27. Before the commencement of works, a landscaping plan must be submitted and approved by Council's General Manager. When approved, the plan will be endorsed and will then form part of the permit. The plan is to show:
  - a) The layout of new plantings to reduce the visual impact of the cluster of villas, located on the ridgeline to the south east of the existing villas, that can be viewed from Friendly Beaches and Saltwater Lagoon.
  - b) The schedule of new plantings, including trees, shrubs and groundcover, comprising native species found on the site and suitable for that particular location.











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james@jamesanddona.com

**FREYCINET RETREAT**

**FREYENET RETREAT**

**COLISE BAY HOLDINGS**

### DRAWING

ON JUNE 1, 2011

18076 DA.03

[illegible]

STATUS

CLIENT SIGNOFF

## REVISIONS

**CLUSTER - CENTRAL**  
1:500



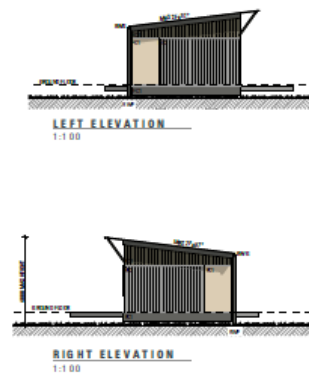
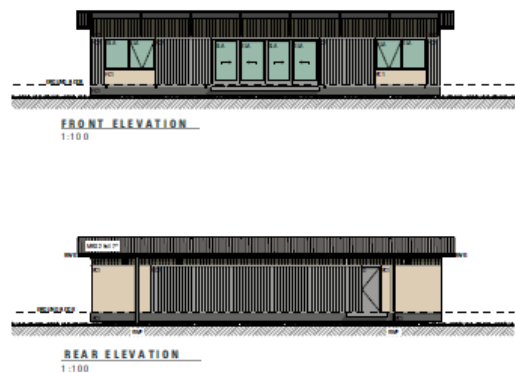
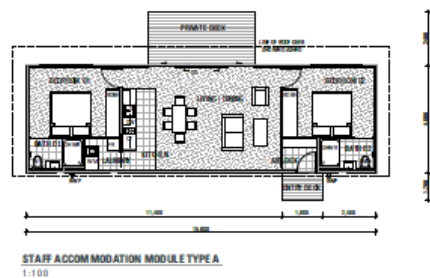
JAWS | ARCHITECTS



1:500







DO NOT SCALE DRAWINGS. WHEN DRAWINGS SCALE IN ALL DIMENSIONS AND IN MEASURING UNITS, NO 30 DIMENSIONS. ALL DIMENSIONS SHALL BE BASED ON THE BASE POSSESSIONS. THE USER SHALL BE RESPONSIBLE FOR ANY DISCREPANCY. THE DRAWING MUST BE IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS.

**NOTE:**  
INFORMATION OF OTHER SERVICES INDICATED ON PLAN ARE INDICATING  
ONLY FOR GENERAL COORDINATION

FINAL LOCATION OF ALL FITTINGS & FASTENINGS TO BE COORDINATED AND MARKED BY THE CONTRACTOR PRIOR.

[illegible]

<b>STATEMENT A - INCOME</b>	
BEGINNING BALANCE	\$0.00
INCOME	\$0.00
TOTAL	\$0.00
<b>STATEMENT B - EXPENSES</b>	
BEGINNING BALANCE	\$0.00
EXPENSE	\$0.00
TOTAL	\$0.00

JACKIE & JIMMY'S FINE LTD  
JACKIE & JIMMY'S FINE LTD  
THE EMERALD COLLECTION  
21 CASTLE ROAD, SINGAPORE  
04 234 1111

[illegible]**FREYCINET RETREAT**

**FREYCLINET RETREAT**  
MIDVALE, CALIF. MAY

**COLTS DAY HOLDINGS**

### DRAWING

**STAFF  
ACCOMMODATION**

18076\_DA.06

WYOMING  
 ZEPHYRUS  
 DART  
 DRAGON  
 CHIEF  
 A CORN CROCK  
 A CORN CROCK  
 FLY OF THE  
 CLOVER

STATUS

CLIENT SIGNOFF  
| PRELIMINARY |

## REVISIONS

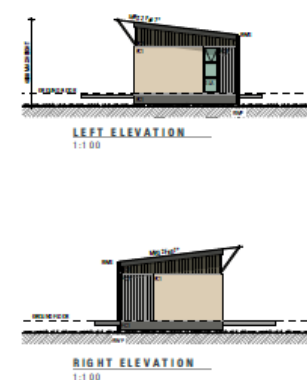
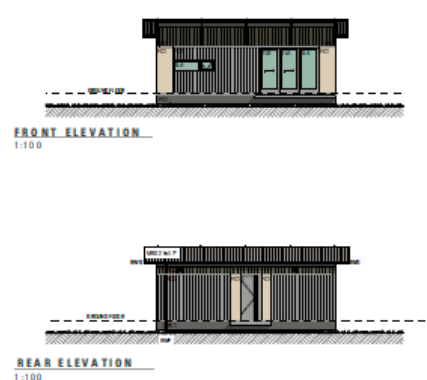
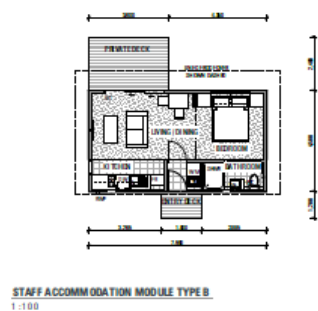


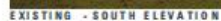
100



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ARCHITECTS JAWS





## REVISIONS

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**Under Regulation 25 of *Local Government (Meeting Procedures) Regulations 2015*, 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.

### 4.1 Mrs Winny Enniss (Question on Notice )

*As a ratepayer, I would like to know what the cost to Council was to extinguish the services of the former General Manager and the subsequent expense of paying for and accommodating all the acting General Managers since January 2019?*

*What budgeted works were sacrificed last financial year to accommodate this unbudgeted expense?*

#### **Response from the General Manager, Chris Schroeder**

*Council is seeking advice with respect to your question relating to payments made to the former General Manager and expect to have that advice to provide a response at the Ordinary Meeting of Council on the 24<sup>th</sup> of September 2019.*

*As your second question involves obtaining and explaining a range of information, an answer cannot be provided at this time however it is anticipated that a response will be provided at the Ordinary Meeting of Council on the 24<sup>th</sup> of September 2019.*

## **Response from the Mayor (Taken on Notice)**

### **(a) Payments made to the former General Manager;**

*The Council is precluded from providing the information sought on the basis of the Deed of Release entered into by the Council and the former general manager dated 23<sup>rd</sup> of May 2019.*

### **(b) Costs of engaging acting General Manager(s) since January 2019;**

*As Mayor, on behalf of Council, I appointed three Acting General Managers over a 22 week period until the new General Manager commenced employment. Each Acting General Manager was chosen for their individual skills and expertise to assist with various significant matters.*

*During the time as Acting General Manager of Glamorgan Spring Bay Council:*

- *Mr Daniel Smee completed a review of Council's Delegation Register, a document that was well out of date. Mr Smee presented the new draft Delegation Register to Council at a workshop and it was subsequently endorsed by Council.*
- *Mr Ian Pearce was integral to providing Council with clear, understandable and factual information relating to the 2019/2020 budget estimates.*
- *Mr Harry Galea was integral to providing Council with clear, understandable and factual information relating to the Prosser Plains Raw Water Supply (PPRWS). Mr Galea continues to be engaged by Council as an Engineering Consultant in relation to the PPRWS project.*
- *The three Acting General Managers were able to obtain the information required as detailed below in decision 17/19 and 18/19 and provided clear, concise and factual information to Council. As a result of their work, no additional consultant/firm was engaged by Council.*

## **Glamorgan Spring Bay Council Special Meeting on the 18<sup>th</sup> of February 2019:**

### **Decision: 17/19**

*Moved Cllr Rob Churchill, seconded Cllr Keith Breheny, that Council determines to engage an independent and suitably qualified consultants/firm within twenty one days to review the information available and prepare a report for Council that details relevant probity and potential risk implications related to the proposed extension to the Triabunna Wharf/Marina, Prosser Plains Raw Water Project (including Hobbs Lagoon and the Expression of Interest) and Marina Views, Triabunna.*

*The General Manager is directed to give the consultants/firm full and unfettered access to all information, documentation and records of any kind held by Council in respect to these proposals/projects.*

*The selection committee for the consultant will comprise Mayor Wisby, Deputy Mayor Woods and Councillor Churchill.*

### **The motion was put and carried**

#### **(5 Votes to 3)**

*For: Mayor Debbie Wisby, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Keith Pyke.*

*Against: Cllr Michael Symons, Cllr Cheryl Arnol, Deputy Mayor Jenny Woods.*

**Decision: 18 /19**

*Moved Cllr Keith Breheny, seconded Cllr Annie Browning, that Council determines to engage an independent and suitably qualified consultants/firm within twenty one days to review the information available and prepare a report for Council that details relevant probity and potential risk implications related to the Solis Development.*

*The General Manager is directed to give the consultants/firm full and unfettered access to all information, documentation and records of any kind held by Council in respect to this development.*

*The selection committee for the consultant will comprise the Mayor Wisby, Deputy Mayor Woods and Councillor Breheny.*

**The motion was put and carried  
(5 Votes to 3)**

*For: Mayor Debbie Wisby, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Keith Pyke.*

*Against: Cllr Michael Symons, Cllr Cheryl Arnol, Deputy Mayor Jenny Woods.*

*The total cost to engage the Acting General Managers over a 22 week period was \$82,467.57. This equates to an average total cost per week of \$3748.52, being similar to the weekly cost of the previous General Manager's package.*

**(c) What budgeted works were sacrificed in the last financial year to accommodate any of the above expenses.**

*Following on from the above motions (17/19 and 18/19), in early 2019 any Council expenditure that was not essential to Council operating was not permitted.*

*In the June 2019 Ordinary Council Minutes relating to the Budget for 2019/2020, Acting General Manager Mr Ian Pearce, stated:-*

- The development of this document has been undertaken in consultation with Council. The document has been reviewed by Council's audit panel.*
- It is my view that the Budget Estimates provided to you are financially responsible and will provide adequate resources to deliver Council's objectives for the year. It also provides the framework for longer term goals in providing cash backed reserves to meet future liability requirements.*
- The increase for this year also builds on Council's need to increase its cash reserves and to meet its future liabilities.*

*It had been previously noted by the Auditor General that the Glamorgan Spring Bay Council had the lowest cash backed reserves for any Council in Tasmania and the level is considered less than adequate.*

#### **4.3 Mr Brian Moore**

- *Why was the report on Holkham Ct stormwater assessment, completed by Anna Wilson withheld or withdrawn from discussion by councillors until after council meeting on 28<sup>th</sup> May 2019 at which a 25 lot subdivision 54 Holkham Crt was approved?*

##### **Response from the Mayor**

*I can answer that Mr Moore. The reason that matter was withdrawn was that matter hadn't been workshopped. It was a complex matter that required workshopping and we had Mr Galea at a subsequent time workshop that matter with Council and the report is on this agenda.*

- *Proposed sub division SA 2016/0012, 66 Alma Rd Orford – It appears the developer is wanting to change the original plan substantially due to drainage issues. Will he be required to lodge a new D/A as a result of this?*

##### **Response from the Mayor**

*I will need to take that question on notice Mr Moore as I don't know the answer to that but we'll come back to you.*

##### **Response from Manager Development & Compliance (Taken on Notice)**

*Council staff are in discussions with the developer however at this stage no amended plans have been formally submitted to the Planning Authority for consideration and as such I cannot answer the question at this moment.*

#### 4.4 Mr Wayne Murray

- *I would like to thank you Mayor for following up on one of the questions raised at the May meeting of Council regarding the Prosser Dam level. The response was very useful thank you.*
- *The other question I asked which relates to the issue which you have just mentioned appears to have slipped through the net somewhat, so I just wanted to raise it again. At the time I was asking whether you understood the intention to be to leave the raw water pipeline lying on the beach in that area or whether it was going to be realigned back more in keeping with the current path there. I feared at the time that it might be left lying on the beach and then effectively covered up, which as you will see from the photographs appears to be exactly what has happened. I would be extremely loathed to suggest that any more money was spent on this project to perhaps complete a more favourable alignment of the pipeline but I do have a proposal that I think might ameliorate some of the less desirable aspects of this, that I would like to put to Council so my question is what would be the best way to bring that proposal to Council?*

#### Response from the Mayor

*Mr Murray I will speak to you after the meeting and organise a time for you to come and come and have a chat to Council about that at a workshop.*

#### Response from Manager Development & Compliance (Taken on Notice)

*The original plan was to bury the pipeline under the pathway and reinstate the driveway. During excavation significantly more contaminated soil in that area was found than what was anticipated. For OH&S and environmental reasons the pipeline has been adjusted to run outside, rather than through, the contaminated area. This requires the current artificial shoreline being pushed further out. Professional advice was received from an accredited person with experience in managing contaminated sites and all relevant Government departments were informed of this management response.*

*\*Please note: Mr Murray will attend a Council workshop on the 24 September, 2019.*

- *I have a second question if I may, I noticed that some of the grant deeds, the details of them are published along with Council minutes but I have searched high and low to find the details of the grant deed for the drought relief funding grant and I can't seem to find it in relation to any of the minutes of Council meetings. Is this a public document and if so what is the best way to obtain it?*

#### Response from the Mayor

*I would think it could be a public document I don't think grant deeds are confidential in anyway but I will check that from a legal perspective and if you would like a copy of that, I'm sure we can provide you with a copy.*

*\*Please note: Council has sought permission from the Department of Industry, Innovation and Science to provide the Commonwealth Grant Agreement to Mr Murray.*

#### **4.5 Ms Jenifer Crawford**

*Thank you Mayor Wisby. Firstly I would like to commend you and the new Councillors on making a difficult but necessary decision in passing a conservative but fair budget that will hopefully see the Council financially back on track.*

*At the June 2019 Council meeting you spoke about the financial position that Council now finds itself in, explaining although the 2018/19 cash equivalent figures looks good at first glance, it includes 2.5 million of borrowings. That is, It is borrowed money relating to the Prosser Plains raw water pipeline, you went on to say, I quote "We have had to increase our cash reserves, well quite frankly we haven't got any cash reserves." And that was the end of your quote. Over many, many years when I was a Councillor, I and at least one other Councillor persistently both in Council budget workshops and in Council meetings raised concerns about Council's financial sustainability. As a member of the past Council I would have to collectively claim, some responsibility for the previous Council's poor financial decisions.*

*However, in my defence I would say as an individual Councillor I spent an inordinate amount of time trying to convince other Councillors not to support the budget as presented. My question is to both Councillor Arnol and Deputy Mayor Jenny Woods, both long term elected members of this Council. Over many years both of you supported the budgets as presented even after significant concerns had been raised.*

*My questions are:*

- Why have neither of you bothered to publicly acknowledge your not insignificant contribution to Council's financial difficulties Council finds itself in now?*

*And my second question.....*

- Is do you intend to resign or apologise to ratepayers re: your part in the financial difficulties Council finds itself in at the present time? Thank you.*

#### **\*Response from the Mayor**

*Do you wish to answer that question?*

#### **\*Response from Deputy Mayor**

*No I don't want to give it anymore oxygen, thank you.*

#### **\*Please note:**

The chairperson has the right to refuse to accept a question from a member of the public and if he or she does so, must give the reasons. Questions are put to Council, and not to individual councillors, and normally the Chair responds on behalf of Council. Sometimes the Chair may defer to another person to respond to a question (often the GM, but sometimes another councillor in certain circumstances ie if that councillor were the chair of a council committee and the question was about that committee's business). As it is open to the Chair to refuse a question, in this instance the question could justifiably be refused on the basis that it was not about Council and its activities, but about individual councillors and directed to them. The individual councillors did not wish to respond. There is no obligation on the councillors to do so. If they do not, the Chair can either respond for Council (or refuse to answer and give the reasons).

## 5. Information Reports

### 5.1 General Manager, Chris Schroeder

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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 September 2019 Ordinary Meeting of Council will be held on Tuesday 24 September 2019 at 5pm.

Live Streaming of meetings is progressing well since commencing in November 2017. From August 2018 to August 2019, an average of 15 people per month have viewed the Council meetings live online via the YouTube platform as the meeting took place.

The total number of views for each meeting video on YouTube as of 18<sup>th</sup> September 2019 is:

28 August 2018	145 views
25 September 2018	158 views
23 October 2018	209 views
27 November 2018	677 views
11 December 2018	109 views
22 January 2019	146 views
18 February 2018	272 views
26 February 2019	184 views
26 March 2019	154 views
30 April 2019	181 views
28 May 2019	174 views
25 June 2019	111 views
23 July 2019	85 views
27 August 2019	134 views

#### Medical Services

Council operates administration services under the banner of East Coast Health for the Bicheno General Practice and Dr Winston Johnson in Triabunna.

#### Corporate Services

Council is currently developing a Corporate Calendar, which details the legislative reports, plans and Council policies that are to be developed or updated over the next 12 months. This will be endorsed by Council at the next Ordinary Meeting of Council.





<b>Property Settlement Certificates</b>										
	132-2015	337-2015	132-2016	337-2016	132-2017	337-2017	132-2018	337-2018	132-2019	337-2019
July	42	17	42	18	47	18	64	25	42	17
August	30	14	50	26	58	28	60	37	31	13
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	61	24		
February	45	26	72	33	51	20	49	30		
March	46	21	87	41	53	23	45	16		
April	39	24	48	21	61	31	50	27		
May	58	31	50	27	56	31	40	17		
June	26	10	31	16	38	21	27	17		
<b>Total</b>	<b>513</b>	<b>252</b>	<b>594</b>	<b>290</b>	<b>629</b>	<b>315</b>	<b>577</b>	<b>271</b>	<b>73</b>	<b>30</b>
<b>TOTAL</b>		<b>765</b>		<b>884</b>		<b>944</b>		<b>848</b>		<b>103</b>

Please note: According to the **Local Government Act 1993** the following applies:

#### **Section 132 Certificate of Liabilities**

- (1) A person referred to in subsection (2) may apply to the general manager for a certificate stating–
  - (a) the amount of any liability for rates, whether due or not on the land and outstanding interest or penalty payable in relation to the land;
  - (b) any amount received on account of rates that is held in credit against future liabilities for rates in relation to the land; and
  - (c) the amount of any charge on the land recoverable by the council.
- (2) The following persons may apply for a certificate under subsection (1) :
  - (a) the owner of a registered estate or interest in the land;
  - (b) an occupier of the land;
  - (c) a person who has entered or proposes to enter into a contract to purchase the land;
  - (d) a mortgagee or prospective mortgagee of the land;
  - (e) a person authorized to act on behalf of any person referred to in paragraph (a) , (b) , (c) or (d) .

#### **Section 337 Council Land Information Certificate**

- (1) A person may apply in writing to the general manager for a certificate in respect of information relating to land specified and clearly identified in the application.
- (2) The general manager, on receipt of an application made in accordance with subsection (1) , is to issue a certificate in the prescribed form with answers to prescribed questions that are attached to the certificate.
- (3) A certificate under subsection (2) relates only to information that the council has on record as at the date of issue of the certificate.
- (4) A prescribed fee is payable in respect of the issue of a certificate.
- (5) The general manager, on request, may provide in or with the certificate any other information or document relating to the land that the general manager considers relevant.
- (6) A council does not incur any liability in respect of any information provided in good faith from sources external to the council.
- (7) A person, with the consent of the occupier or owner of specified land, may request in writing to the general manager that an inspection be carried out of that land to obtain supplementary information relevant to that land.
- (8) If the general manager agrees to a request under subsection (5) or (7) , the general manager may impose any reasonable charges and costs incurred.
- (9) In this section –
 

**land** includes –

  - (a) any buildings and other structures permanently fixed to land; and
  - (b) land covered with water; and
  - (c) water covering land; and
  - (d) any estate, interest, easement, privilege or right in or over land.

# Statement of Cash Flows

Glamorgan Spring Bay Council  
For the 2 months ended 31 August 2019

	JUL-AUG 2019	2019
<b>Operating Activities</b>		
Receipts from customers	5,133,319	11,717,067
Payments to suppliers and employees	(2,669,467)	(10,916,181)
Receipts from operating grants	156,695	1,380,641
Cash receipts from other operating activities	249,868	688,360
<b>Net Cash Flows from Operating Activities</b>	<b>2,870,415</b>	<b>2,869,887</b>
<b>Investing Activities</b>		
Proceeds from sale of property, plant and equipment	-	56,118
Payment for property, plant and equipment	(1,935,085)	(6,732,583)
Receipts from capital grants	500,000	2,737,745
Other cash items from investing activities	-	5,632
<b>Net Cash Flows from Investing Activities</b>	<b>(1,435,085)</b>	<b>(3,933,088)</b>
<b>Financing Activities</b>		
Trust funds & deposits	(13,150)	121,491
Proceeds from/ repayment of long term loans	(47,138)	3,266,680
<b>Net Cash Flows from Financing Activities</b>	<b>(60,288)</b>	<b>3,388,171</b>
<b>Net Cash Flows</b>	<b>1,375,041</b>	<b>2,324,970</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	3,678,077	1,353,107
Cash and cash equivalents at end of period	5,053,119	3,678,077
<b>Net change in cash for period</b>	<b>1,375,041</b>	<b>2,324,970</b>

## Rates Balance – August 2019

### RATES BALANCE SHEET [12569]

Brought Forward Debit Total		\$225,662.38
Brought Forward Credit Total		-\$142,030.52
Previous Years Credits - Undone This Year		\$4,640.40
Previous Years Credits - Reinstated This Year		\$0.00
<b>BALANCE BROUGHT FORWARD</b>		<b>\$88,272.26</b>
<b>PLUS</b>		
Interest Charged		\$1,410.52
Penalty Charged		\$0.00
Rates Levied		\$8,515,683.20
Debit Journals		\$6,196.92
<b>DEBIT TOTAL</b>		<b>\$8,523,290.64</b>
<b>LESS</b>		
Receipts		\$3,913,955.35
Receipts Undone		-\$3,636.07
Discounts		\$53,520.23
Discounts Undone		-\$45.26
Pension Rebates		\$256,516.16
Credits Journals	\$54,851.30 (less \$3,994.54 being since undone)	\$50,856.76
Supplementary Credits		\$4,539.03
Other Credits		\$0.00
<b>CREDIT TOTAL</b>		<b>\$4,275,706.20</b>
<b>THIS YEAR'S BALANCE</b>		<b>\$4,247,584.44</b>
<b>RATES BALANCE</b>		<b>\$4,335,856.70</b>

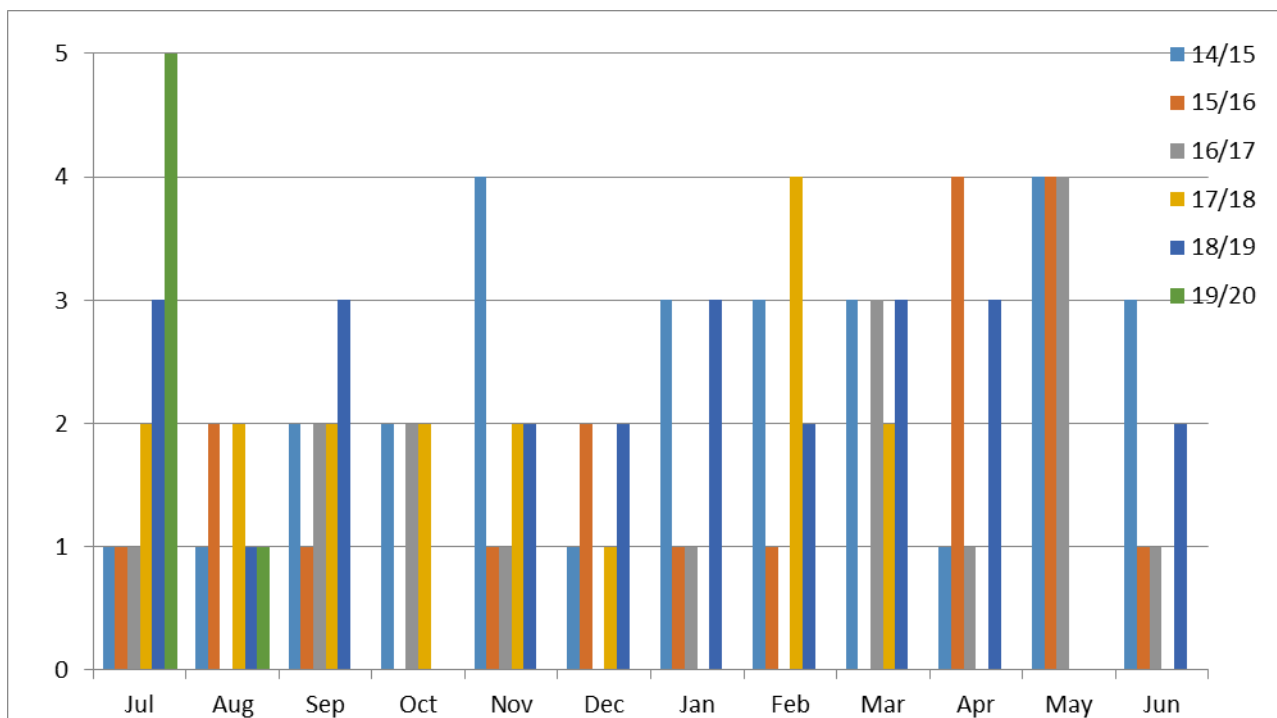
## Human Resources

Council's Manager of Development and Compliance, Mr Shane Wells has resigned and he finished with the organization on the 17<sup>th</sup> of September, 2019. Council is in the process of recruiting for this position.

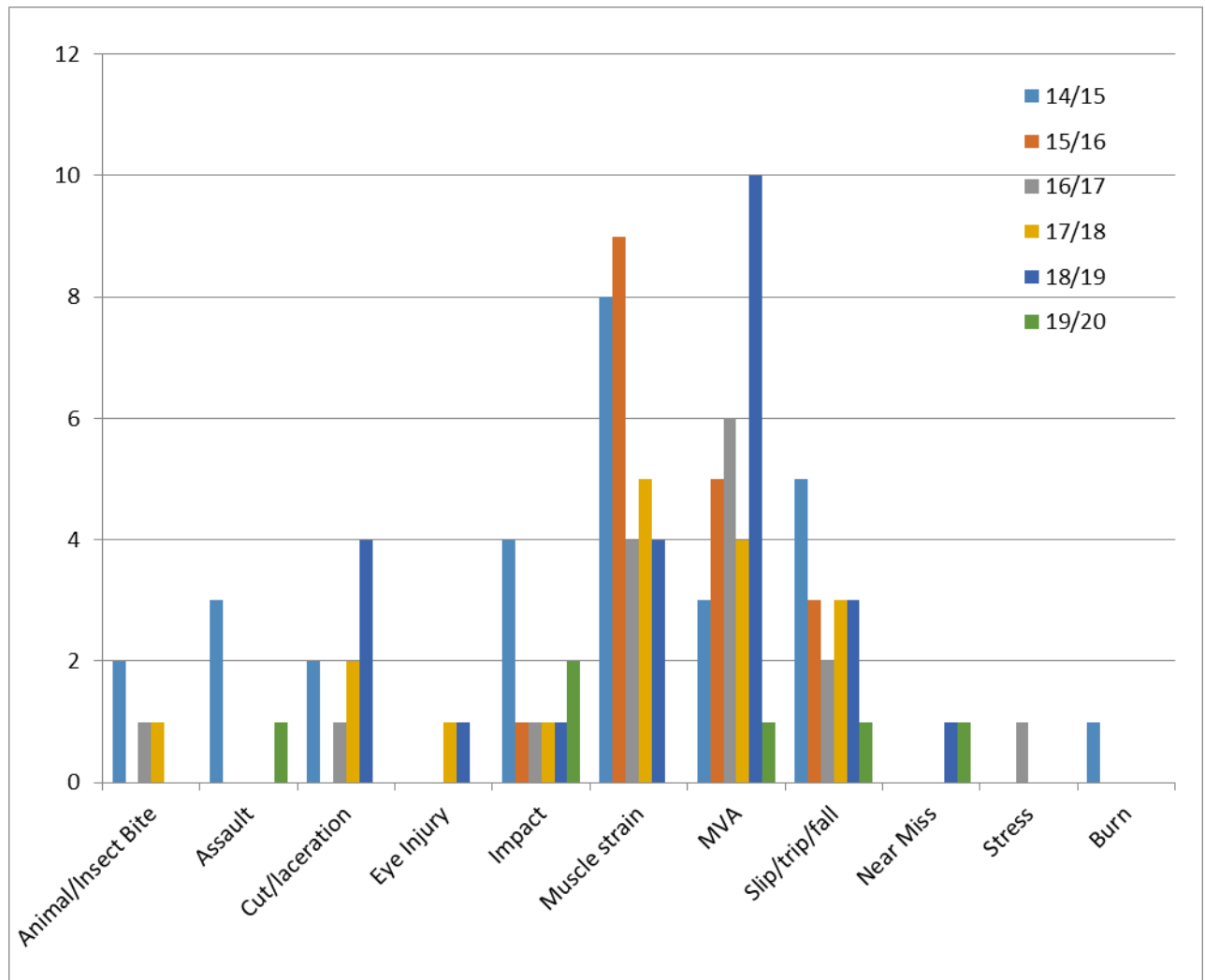
## Health, Safety, Other

There has been one (1) lost time injury YTD for 2019/20. Lost time hours YTD amount to 182. There have been no motor vehicle claims this year. There have been 5 workplace reported incidents YTD and no community incidents reported YTD.

## Incident / Accident Reporting Numbers 2013 until August 2019



## Incident / Accident Reporting by type 2013 until August 2019



## East Coast Tourism Update, 29 August 2019



### Update from East Coast Tourism Board meeting – 29<sup>th</sup> August 2019

- The Board welcomes Rhonda Taylor who commenced her new role as CEO for East Coast Tourism on the 19<sup>th</sup> August. Rhonda has a long history and love of working in regional tourism and is looking forward to representing and supporting our local industry.
- Two new Directors have commenced with the Board. Mathew Routley, Coles Bay Ice creamery and The Whaler Hotel in Salamanca Place, joined the Board as at 27 June filling the position vacated by Justin King. Annette Hughes, Sandpiper Cottages at Bicheno, commenced at the August meeting, replacing retiring Director, David Logie.
- Work is progressing well on the new **Great Eastern Drive Holiday Guide** with the content of the guide now finalised and final quotes for printing and distribution underway. The launch of the guide is anticipated to be in November.
- The **Winter Campaign** was launched online the week of 15 July producing encouraging levels of social media engagement. An online competition offered sixteen prizes offered and 20 operators have provided special winter deals that are available through winter-spring and advertised through the website.
- The **2019 Great Eastern Tourism Awards** have been scheduled for June 20, 2020 at Freycinet Lodge. A review of the award categories and entry requirements will be undertaken in the new year and will consider the results of the industry survey undertaken following the awards.
- The terms of 3x Directors conclude at the AGM in October 2019. The recruitment for these skills-based, volunteer Board vacancies will start in September, with the new terms to commence in November at the first Board meeting following the AGM.
- East Coast Tourism continues to work closely with the Destination Action Plan groups in Bicheno, Spring Bay, Swansea, Freycinet, Greater Esk (shared with TNT), Wine DAP and the newly formed St Helens group. The next collaborative meeting of the DAP groups, the Super DAP, is scheduled for 11<sup>th</sup> September.
- East Coast Tourism is working with Tourism Tasmania as it commences engagement with the local industry for a number of key projects from October – the new T21 - the development of a collaborative vision and strategy for the tourism industry through to 2030; and the rollout of Tourism Tasmania's new brand and creative strategy. The first Tourism Tasmania Industry engagement session will be held in St Helens on Thursday 17 October.
- We continue to support the showcase events that drive visitation in our region through the winter and shoulder months, including the Festival of Voices, Unplugged in late June and the Great Eastern Wine Weekend in early September. The promotion and organisation of the Bicheno Food & Wine Festival is well underway, with the Committee reporting another early sell-out of the event likely, with over half the tickets already sold within a week of ticket sales opening. East Coast Tourism will have an information stall at the Bicheno Food & Wine Festival this year.
- The upcoming launch of the St Helens Mountain Bike Trails in November is an exciting addition to the experiences available in our region and establishes the north-east as an iconic mountain biking destination in Tasmania.
- **Next Board meeting and AGM will be held in on Thursday October 17 in the north of the region.**

Alison Stubbs, Chair  
East Coast Tourism



## 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 slightly on the same time last year with a 6% increase. This increase is driven by the numbers through the Triabunna Visitor Information Centre.

<b>Visitor Numbers</b>												
<b>MONTH</b>	<b>BICHENO</b>	<b>BICHENO</b>	<b>BICHENO</b>	<b>SWANSEA</b>	<b>SWANSEA</b>	<b>SWANSEA</b>	<b>TRIABUNNA</b>	<b>TRIABUNNA</b>	<b>TRIABUNNA</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
JULY	886	898	849	809	956	916	1459	1715	1970	3154	3569	3735
AUGUST	736	529	680	765	899	728	1234	1536	1835	2735	2964	3243
SEPTEMBER	1285	1309		973	1179		2566	3173		4824	5661	
OCTOBER	2395	2782		1965	1916		3990	5132		8350	9830	
NOVEMBER	2829	2839		2473	2239		5431	6929		10733	12007	
DECEMBER	3368	3624		2424	2351		7057	11016		12849	16991	
JANUARY	6111	6360		4689	4035		10252	17482		21052	27877	
FEBRUARY	4733	4732		3774	3333		9213	14589		17720	22654	
MARCH	4387	4450		3079	3025		9744	12335		17210	19810	
APRIL	2829	2938		2266	2159		6526	11530		11621	16627	
MAY	1158	1067		1341	1071		2652	3313		5151	5451	
JUNE	863	653		878	711		1789	2048		3530	3412	
<b>TOTAL</b>	<b>31580</b>	<b>32181</b>	<b>1529</b>	<b>25436</b>	<b>23874</b>	<b>1644</b>	<b>61913</b>	<b>90798</b>	<b>3805</b>	<b>118929</b>	<b>146853</b>	<b>6978</b>



# Statement of Financial Position

Glamorgan Spring Bay Council  
As at 31 August 2019

	31 AUG 2019	30 JUN 2019
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	5,181,378	3,806,336
Trade & Other Receivables	4,622,591	545,801
Inventories	26,817	26,817
Other Assets	63,713	101,840
Trade & Other Receivables - Animal Control	(15,703)	-
Trade & Other Receivables - Environmental Health	200	-
<b>Total Current Assets</b>	<b>9,878,996</b>	<b>4,480,794</b>
<b>Non-current Assets</b>		
Trade & Other Receivables	15,257	15,257
Investment in Water Corporation	36,627,343	36,627,343
<b>Property, Infrastructure, Plant &amp; Equipment</b>		
Fixed Assets	115,835,694	115,869,490
Work in Progress	4,910,735	4,910,735
<b>Total Property, Infrastructure, Plant &amp; Equipment</b>	<b>120,746,429</b>	<b>120,780,225</b>
<b>Total Non-current Assets</b>	<b>157,389,029</b>	<b>157,422,825</b>
<b>Total Assets</b>	<b>167,268,025</b>	<b>161,903,619</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	683,997	1,593,835
Trust Funds & Deposits	167,285	169,435
Provisions	750,592	750,592
Interest bearing Loans & Borrowings	1,377,988	1,402,911
<b>Total Current Liabilities</b>	<b>2,979,862</b>	<b>3,916,773</b>
<b>Non-current Liabilities</b>		
Provisions	114,059	114,059
Interest Bearing Loans & Borrowings	5,613,484	5,635,699
<b>Total Non-current Liabilities</b>	<b>5,727,542</b>	<b>5,749,758</b>
<b>Total Liabilities</b>	<b>8,707,404</b>	<b>9,666,531</b>
<b>Net Assets</b>	<b>158,560,620</b>	<b>152,237,088</b>
<b>Equity</b>		
Current Year Earnings	6,323,532	3,052,837
Equity - Surplus/Deficit Current Year	15,899,054	12,846,217
Equity - Surplus/Deficit Prior Years	60,905,527	60,905,527
Equity - Reserves	75,432,507	75,432,507
<b>Total Equity</b>	<b>158,560,620</b>	<b>152,237,088</b>





# Profit and Loss

Glamorgan Spring Bay Council

For the month ended 31 August 2019

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	8,326,976	8,492,440	(165,464)	-2%	8,502,440	
Statutory Charges	100,456	97,266	3,190	3%	534,500	
User Charges	248,111	256,694	(8,583)	-3%	805,050	
Grants	156,695	159,930	(3,235)	-2%	1,282,653	
Interest & Investment Revenue	7,548	7,400	148	2%	674,400	
Contributions	15,276	3,700	11,576	313%	37,000	
Other Revenue	487,002	433,688	53,314	12%	1,729,083	
Net Gain (Loss) on Disposal of Assets	(16,705)	0	(16,705)	0%	50,000	
<b>Total Trading Income</b>	<b>9,325,359</b>	<b>9,451,118</b>	<b>(125,759)</b>	<b>-1%</b>	<b>13,615,126</b>	
<b>Gross Profit</b>	<b>9,325,359</b>	<b>9,451,118</b>	<b>(125,759)</b>	<b>-1%</b>	<b>13,615,126</b>	
<b>Capital Grants</b>						
Grants Commonw ealth Capital - Other	500,000	1,000,000	(500,000)	-50%	1,900,000	1
Grants Commonw ealth Capital - Roads to Recovery	0	100,250	(100,250)	-100%	401,000	2
<b>Total Capital Grants</b>	<b>500,000</b>	<b>1,100,250</b>	<b>(600,250)</b>	<b>-55%</b>	<b>2,301,000</b>	
<b>Other Income</b>						
Other Income - PPRWS Reimbursement of Principal Loan	0	0	0	0%	61,394	
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>61,394</b>	
<b>Operating Expenses</b>						
Employee Costs	894,297	886,835	7,462	1%	5,174,067	
Materials & Services	1,370,584	1,225,110	145,474	12%	5,491,080	3
Depreciation	389,414	389,414	0	0%	2,336,478	
Interest	(374)	38,172	(38,546)	-101%	229,035	
Other Expenses	9,759	25,966	(16,207)	-62%	219,000	
Internal Plant used on Capital Jobs	(1,125)	(22,500)	21,375	-95%	(135,000)	
Employee Oncosts	161,673	159,764	1,909	1%	0	
<b>Total Operating Expenses</b>	<b>2,824,227</b>	<b>2,702,761</b>	<b>121,466</b>	<b>4%</b>	<b>13,314,660</b>	
<b>Net Profit</b>	<b>6,501,132</b>	<b>6,748,357</b>	<b>(247,225)</b>	<b>-4%</b>	<b>361,860</b>	
<b>Net Profit Including Capital Grants</b>	<b>7,001,132</b>	<b>7,848,607</b>	<b>(847,475)</b>	<b>-11%</b>	<b>2,662,860</b>	
<b>Capital Works Program (Current Year WIP)</b>						
Work in Progress Capital Works - Plant Internal	1,125	0	1,125	0%	0	
Work In Progress Payroll - Salaries and Wages	11,138	0	11,138	0%	0	
Work in Progress Capital Works - On Costs	5,012	0	5,012	0%	0	
Work in Progress Capital Works - Contractor Costs	973,445	0	973,445	0%	0	
Work in Progress Capital Works - Other Costs	20,398	0	20,398	0%	0	
Work in Progress Capital Works - Materials	34,060	0	34,060	0%	0	
Work in Progress Capital Works - Consultancy	17,153	0	17,153	0%	0	
Work in Progress Capital Works - Plant Hire External	215	0	215	0%	0	
<b>Total Capital Works Program (Current Year WIP)</b>	<b>1,062,546</b>	<b>0</b>	<b>1,062,546</b>	<b>0%</b>	<b>0</b>	

## Notes

1. 50% of the drought relief grant has been received, with 50% to be received later in the year.
2. Roads to Recovery grant installments will be received later in the year, when work is ready to commence.
3. Materials & Services are over compared to the YTD budget due to annual costs incurred at the start of year.

These items are within their annual budget allocations, and include:

- Rates discount for early payment
- Pensioner remissions being applied to rates
- Insurance
- Annual licences and subscriptions
- Annual rent
- Annual maintenance of Swansea sporting oval

Some areas are currently over their YTD allocation but are still within their Annual Budget:

- Governance contractor costs for Acting General Manager
- Roads and footpaths - road maintenance



## Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Admin-Administration, Admin-Corporate Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	18/19 Actual
<b>Trading Income</b>						
Rate Revenue	1,329,802	1,364,830	(35,028)	-3%	1,374,830	6,258,879
Statutory Charges	11,366	16,016	(4,650)	-29%	95,100	90,142
Grants	32,278	31,000	1,278	4%	250,653	285,424
Interest & Investment Revenue	7,543	6,800	743	11%	674,200	464,645
Other Revenue	250,411	234,834	15,577	7%	279,000	295,612
Net Gain/Loss Assets - Gross sales revenue of asset	(152)	0	(152)	0%	0	0
<b>Total Trading Income</b>	<b>1,631,246</b>	<b>1,653,480</b>	<b>(22,234)</b>	<b>-1%</b>	<b>2,673,783</b>	<b>7,394,703</b>
<b>Gross Profit</b>	<b>1,631,246</b>	<b>1,653,480</b>	<b>(22,234)</b>	<b>-1%</b>	<b>2,673,783</b>	<b>7,394,703</b>
<b>Capital Grants</b>						
Grants Commonw health Capital - Other	500,000	1,000,000	(500,000)	-50%	1,000,000	0
<b>Total Capital Grants</b>	<b>500,000</b>	<b>1,000,000</b>	<b>(500,000)</b>	<b>-50%</b>	<b>1,000,000</b>	<b>0</b>
<b>Operating Expenses</b>						
Employee Costs	71,705	139,956	(68,251)	-49%	802,724	464,747
Materials & Services	619,625	541,886	77,739	14%	1,500,190	1,537,696
Depreciation	10,334	10,334	0	0%	62,000	62,325
Interest	(2,314)	834	(3,148)	-377%	5,000	11,035
Other Expenses	(13,420)	1,000	(14,420)	-1442%	71,000	61,275
<b>Total Operating Expenses</b>	<b>685,931</b>	<b>694,010</b>	<b>(8,079)</b>	<b>-1%</b>	<b>2,440,914</b>	<b>2,137,078</b>
<b>Net Profit</b>	<b>945,315</b>	<b>959,470</b>	<b>(14,155)</b>	<b>-1%</b>	<b>232,869</b>	<b>5,257,625</b>

## Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Medical-Triabunna, Medical-General, Medical-Bicheno, Medical-Swansea, Medical-Swansea.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	472,400	467,120	5,280	1%	467,120
Interest & Investment Revenue	0	34	(34)	-100%	200
Other Revenue	180,556	174,334	6,222	4%	946,000
<b>Total Trading Income</b>	<b>652,956</b>	<b>641,488</b>	<b>11,468</b>	<b>2%</b>	<b>1,413,320</b>
<b>Gross Profit</b>	<b>652,956</b>	<b>641,488</b>	<b>11,468</b>	<b>2%</b>	<b>1,413,320</b>
<b>Operating Expenses</b>					
Employee Costs	65,502	95,926	(30,424)	-32%	575,557
Materials & Services	141,870	138,938	2,932	2%	837,111
Depreciation	14,784	14,784	0	0%	88,700
Interest	261	230	31	13%	1,377
<b>Total Operating Expenses</b>	<b>222,417</b>	<b>249,878</b>	<b>(27,461)</b>	<b>-11%</b>	<b>1,502,745</b>
<b>Net Profit</b>	<b>430,539</b>	<b>391,610</b>	<b>38,929</b>	<b>10%</b>	<b>(89,425)</b>

# Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Visitor Centre - Bicheno, Visitor Centre - Swansea, Visitor Centre - Triabunna, Visitor Centres - Admin only.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	318,497	318,497	0	0%	318,497
User Charges	15,147	52,500	(37,353)	-71%	315,000
Other Revenue	2,036	8,916	(6,880)	-77%	53,500
<b>Total Trading Income</b>	<b>335,679</b>	<b>379,913</b>	<b>(44,234)</b>	<b>-12%</b>	<b>686,997</b>
<b>Gross Profit</b>	<b>335,679</b>	<b>379,913</b>	<b>(44,234)</b>	<b>-12%</b>	<b>686,997</b>
<b>Operating Expenses</b>					
Employee Costs	52,985	82,936	(29,951)	-36%	497,617
Materials & Services	25,894	30,924	(5,030)	-16%	185,380
Depreciation	666	666	0	0%	4,000
<b>Total Operating Expenses</b>	<b>79,545</b>	<b>114,526</b>	<b>(34,981)</b>	<b>-31%</b>	<b>686,997</b>
<b>Net Profit</b>	<b>256,134</b>	<b>265,387</b>	<b>(9,253)</b>	<b>-3%</b>	<b>0</b>



As at 31 August 2019		2019 - 2020 CAPITAL NEW // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA					
Department		Description	Budget Est	Govt Funding	YTD	On-Site Progress	Comments
<b>Roads, Footpaths, Kerbs</b>							
Bicheno - Sinclair Street - Road extension	R2R	CapRTR-Sinclair St Extension	164,000				Fully Funded by RTR program
Saltworks - Saltworks Road		CapRF-Rsussalt	45,000		215	Complete	
		<b>SUB TOTAL</b>	<b>209,000</b>	<b>0</b>	<b>215</b>		
<b>PG, Walking Tracks, Cemeteries</b>							
Bicheno Rec Ground		CapPR-DRG Bicheno Nets		7,000			Fully funded
Buckland Walk		CapPR-Wtbuckland	32,000				
Orford Rec Ground		CapPR-DRG Orford Nets		40,000			Fully funded
Triabunna - Rec Ground		CapPR-DRG Tria Rec Board		20,000	7,595	In Progress	Fully funded
Triabunna - Tennis Courts		CapPR-DRG Tria Tennis		250,000	34,021	In Progress	Fully funded
Bicheno Dog Exercise Yard		CapPR-DRG Bich DogEx		20,000			Fully funded
Buckland Dog Exercise Yard		CapPR-DRG Buck DogEx		20,000			Fully funded
Orford Dog Exercise Yard		CapPR-DRG Orford DogEx		20,000			Fully funded
Swansea Dog Exercise Yard		CapPR-DRG Swan DogEx		20,000			Fully funded
Swanwick Dog Exercise Yard		CapPR-DRG Swk DogEx		20,000			Fully funded
Triabunna Dog Exercise Yard		CapPR-DRG Tria DogEx		20,000			Fully funded
		<b>SUB TOTAL</b>	<b>32,000</b>	<b>437,000</b>	<b>41,616</b>		
<b>Council Buildings</b>							
Swansea Loo with a View		CapCB-PtsLooView	200,000		52,237	In Progress	
Dog Control		CapRS-Dog Microstick	5,000				
Triabunna Old Offices		CapCB-Tria Centotaph	30,000				
Triabunna Clubrooms		CapCB-Tria Club Catchnet	20,000		25,750	In Progress	
Bicheno Hall		CapCB-DRG Bich Hall Chairs		17,500			Fully funded
Coles Bay Hall		CapCB-DRG CB Hall Chairs		14,000			Fully funded
		<b>SUB TOTAL</b>	<b>255,000</b>	<b>31,500</b>	<b>77,987</b>		
<b>Plant &amp; Equipment</b>							
Excavator 1.5T and Trailer			48,000				
		<b>SUB TOTAL</b>	<b>48,000</b>	<b>0</b>	<b>0</b>		
<b>Municipal</b>							
Event		CapGov-DRG Events		30,000			Fully funded
		<b>SUB TOTAL</b>	<b>0</b>	<b>30,000</b>	<b>0</b>		
<b>Water Scheme</b>							
Prosser Plains Raw Water Scheme		CapAD-PPRWS	3,000,000		956,790	In Progress	Not included in TOTALS
			<b>3,000,000</b>	<b>0</b>	<b>956,790</b>		
		<b>CAPITAL TOTAL - NEW</b>	<b>544,000</b>	<b>498,500</b>			



as at 31 August 2019							
2019 - 2020 CAPITAL RENEWAL // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA							
Department		Description	Budget Est	Govt Funding	YTD	On-Site progress	Comments
<b>Sealed Road Pavements</b>							
Sealed Road Pavement Assessments		General Road Pavement Condition Inspection	25,000				
Swansea Road Repairs	CapRF-RRS	General Road Repairs Swansea	30,000				
Bicheno Road Repairs	CapRF-RRB	General Road Repairs Bicheno	30,000				
Coles Bay Road Repairs	CapRF-RCB	General Road Repairs Coles Bay	30,000				
Orford Road Repairs	CapRF-RRO	General Road Repairs Orford	30,000				
Orford - Jetty Road	R2R CapR2R-Rosjett	Rheban Road to West Shelly Road (460m x 6.5m)	121,500				Fully Funded by RTR program
Orford - Rheban Road	R2R CapR2R-Rosheb	Wielangta Road to Jetty Road (550m x 6.5m)	135,000				Fully Funded by RTR program
Orford - Louisville Road	CapRF-Rosloui	Additional funds to complete project	30,000			Complete	
Buckland Road Repairs	CapRF-RRBU	General Road Repairs Buckland	30,000				
Triabunna Road Repairs	CapRF-RRT	General Road Repairs Triabunna	30,000				
		<b>SUB TOTAL</b>	<b>491,500</b>	<b>0</b>	<b>0</b>		
<b>Sealed Roads</b>							
<b>Various locations</b>							
Buckland	CapRF-Rbugen	Jetpatcher costs	25,000				
Triabunna	CapRF-Rtgen	Jetpatcher costs	35,000				
Orford	CapRF-Rogen	Jetpatcher costs	35,000				
Swansea	CapRF-Rsgen	Jetpatcher costs	35,000		8,790	In Progress	
Bicheno	CapRF-Rbgen	Jetpatcher costs	35,000		10,942	In Progress	
Coles Bay/Swanwick	CapRF-Rcgen	Jetpatcher costs	35,000		7,110	In Progress	
		<b>SUB TOTAL</b>	<b>200,000</b>	<b>0</b>	<b>26,842</b>		
<b>Unsealed Road Pavements</b>							
Gravel Roads - General	CapPR-RdsGen	Resheeting - general	225,000		21,168	In Progress	
Orford - Alice Street	CapPR-Rousalic	Tasman Highway to Russell Street	49,000			In Progress	
		<b>SUB TOTAL</b>	<b>274,000</b>	<b>0</b>	<b>21,168</b>		
<b>Stormwater &amp; Drainage</b>							
Orford - Rheban Road	CapSD-West Shelly	West Shelly properties - service location / approvals	12,000				
			<b>12,000</b>	<b>0</b>	<b>0</b>		
<b>Bridges and Culverts</b>							
General Structures	CapBC-Bridgegeneral	Required repair works to a number of structures	60000				
		<b>SUB TOTAL</b>	<b>60,000</b>	<b>0</b>	<b>0</b>		
<b>Parks &amp; Reserves</b>							
Coles Bay Reserve	CapPR-DRG CB Reserve	Playground Rejuvenation Hall Surrounds		60000			Fully funded
Swanwick Reserve	CapPR-DRG Svk Play	Playground Rejuvenation		30000			Fully funded
Bicheno Lions Park	CapPR-DRG Bich Play	Playground / Amenities Rejuvenation		30000			Fully funded
Bicheno Foreshore Track	CapPR-Bich Walk Bridge	Replace old timber walkway bridge (northern end)	25000				
Buckland Reserve	CapPR-DRG Buck Reserve	Playground / Amenities Rejuvenation		5000	1,500	In Progress	Fully funded
Triabunna Seafarers Memorial	CapPR-Tria Flagpole	Replace flagpole masts	10000				
Swansea Rec Ground	CapPR-DRG Swan Score Box	Refurbish Scorers Box - awning over servery		25000			Fully funded
		<b>SUB TOTAL</b>	<b>35,000</b>	<b>150,000</b>	<b>1,500</b>		
<b>Council Buildings</b>							
Bicheno - Gulch Toilet	CapCB-DRG Bich Gulc Toilet	Building extension		60000			Fully funded
Bicheno Hall	CapCB-DRG Bich Hall Paint	Floor Sanding, Paint, window coverings, stage carpet		40000	3786	In Progress	Fully funded
Coles Bay Reserve	CapCB-CB Irrigation	Subsurface Irrigation replacement	20000			In Progress	
Coles Bay Hall	CapCB-DRG CB Hall Paint	Floor Sanding, painting, carpet, window curtains		27000	4081	In Progress	Fully funded
Coles Bay Toilets	CapCB-DRG CB Hall Toilets	Refurbish Hall Toilets		20000			Fully funded
Swansea Depot Sheds	CapCB-Wdswan	storage bays - 2 Mus / 3 Depot / 2 Bdg Dept / 2 NRM	25000		268	In Progress	
Swansea Old SES Building	CapCB-DRG Sw Reuse Shop	Community Shed / Re-use Shop		184500	8325	In Progress	Fully funded
Triabunna Depot	CapCB-Tria Dogpound	Dog pound upgrade - incl power and security	12600		624	In Progress	
Swansea Depot	CapCB-Swan Dogpound	Dog Pound Upgrade	7000				
Bicheno Depot	CapCB-Bich Dogpound	Dog Pound Upgrade	7000				
Triabunna Community Hall	CapCB-DRG Tria Hall Kitchen	Kitchen Renovations		20000			Fully funded
Asbestos Assessment and Register	CapCB-Asbestos Reg	For all Council Buildings as per Building regulations	20000				
		<b>SUB TOTAL</b>	<b>91,600</b>	<b>351,500</b>	<b>17,084</b>		
<b>Plant &amp; Equipment</b>							
Bicheno Depot - Trailer		Heavy duty box trailer with brakes	\$3,800		2,216	In Progress	
		<b>SUB TOTAL</b>	<b>3,800</b>	<b>0</b>	<b>2,216</b>		
		<b>CAPITAL TOTAL - RENEWAL</b>	<b>\$1,167,900</b>	<b>\$501,500</b>			
		<b>CAPITAL TOTAL - NEW &amp; RENEWAL</b>	<b>\$1,711,900</b>	<b>\$1,000,000</b>	<b>\$188,628</b>	<b>6.96%</b>	<b>PERCENTAGE EXPENDED</b>

## 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.
- Retaining wall at the end of Maria Street – Swansea is being replaced for safety of footpath collapse. New fence panels will be erected in similar style to the Jubilee Beach fence down Jetty Road to maintain uniformity.

#### SOUTH

- Maintenance works undertaken when required during the month.
- Road network being inspected with surface, signage and culverts being maintained as required.
- Maintenance works undertaken along Sally Peak Road, Buckland and pavement repairs completed on Seaford Road.
- Unsealed road resheet maintenance works being undertaken along Nugent Road.

### WASTE TRANSFER STATIONS - WTS:

- All waste transfer stations are operating within prescribed EPA guidelines.
- Council conducted the following recent greenwaste burns:
  - Bicheno - 'waste transfer station' on Wednesday 14th August 2019

The activities were in accordance with EPA guidelines.

### 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 '19	32.18	5.30	8.46	26.96	93.26	3.58	160.86
AUG	35.10	10.84	6.98	35.44	89.35	5.47	166.87
SEPT							
OCT							
NOV							
DEC							
TOTALS	67.28	16.14	15.44	62.40	182.61	9.05	327.73

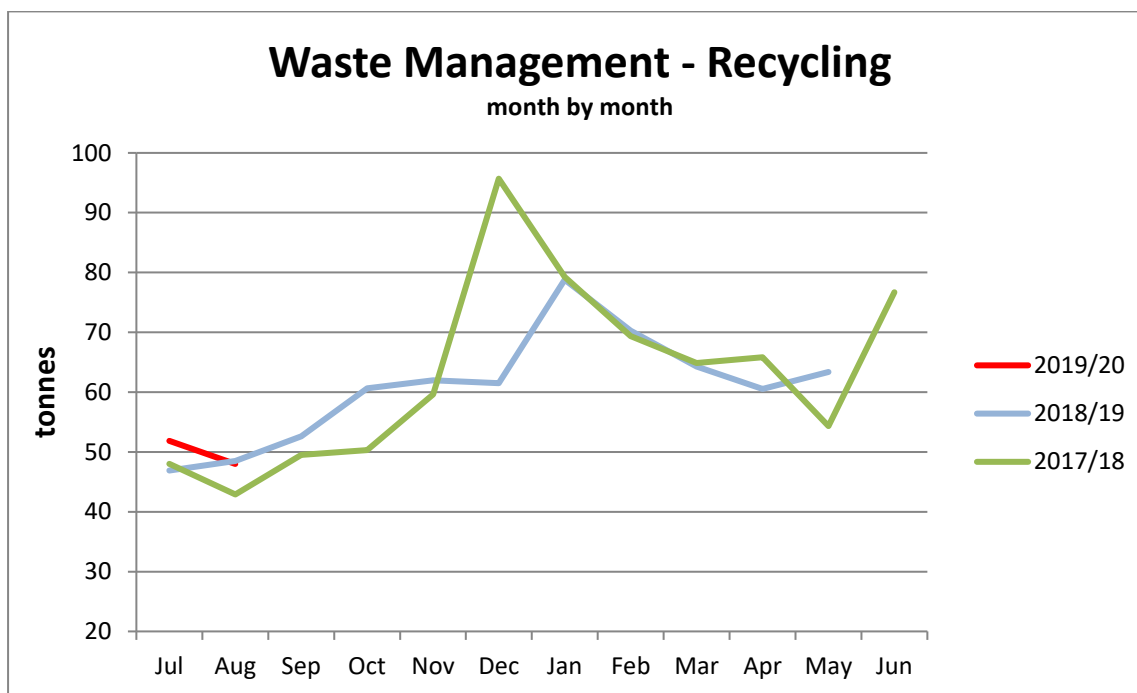
Garbage deposited at transfer stations and transported to Copping landfill site (tonnes)  
(includes kerbside collected waste)



**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 '19	2240	1246	2265	2171	1791	9713	116.56
AUG	2022	1161	2169	2145	1558	9055	108.00
SEPT							
OCT							
NOV							
DEC							
TOTALS	4262	2407	4434	4316	3349	18768	224.56

**Kerbside Garbage Collected: Bin numbers**



**Kerbside recyclables collected and transported directly to Sorting Facility: (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 '19	996	672	1026	853	775	4322	51.86
AUG	922	604	943	844	687	4000	48.00
SEPT							
OCT							
NOV							
DEC							
TOTALS	1918	1276	1969	1697	1462	8322	99.86

**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.

**PARKS, RESERVES, WALKING TRACKS, CEMETERY:**

- Continuation of general maintenance within our townships and along foreshore areas.
- A tree, just behind the fire station at 'Our Park' Orford had a large limb fall recently. It was found to be very rotten inside. The tree was deemed to be unsafe so it was totally removed for safety.



**STORMWATER, DRAINAGE:**

- Stormwater drains and culverts maintained as required.

**BRIDGES, CULVERTS:**

- Council manages 61 concrete / timber structures throughout our municipal area, 12 of which were inherited when Council took ownership of Wielangta Road last financial year.
- A number of minor issues have been identified in Council's recent bridge inspection programme report which will be addressed over the coming weeks.

**EMERGENCY MANAGEMENT:**

- One motor vehicle accident on the Coles Bay Road, one very lucky driver. Car rolled 4 times and only minor injuries.
- Our rope kit has been upgraded to help standardise them across the state.
- Shed solar panels have been fixed and now working properly both for charging lights and trailer battery.
- Two members heading to Launceston in a couple of weeks for a 3 day volunteers leadership training workshop.
- We are currently providing road rescue south of Swansea down to the Prosser bridge at Orford with Clarence crews covering south of that area.
- Two motor vehicle accidents for the month again with some very lucky people involved all escaping with only minor injuries.

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

Kelvin Jones ESM  
**Unit Manager**  
**Glamorgan Spring Bay SES**

**2019–2020 CAPITAL WORKS UPDATE**

- Sealed road pavement surface repairs currently being undertaken throughout the municipal area. This programme is conducted twice yearly to extend the life of sealed roads.
- Alice Street – Orford, is currently being reconstructed by local contractor as part of the approved subdivision works in Russell Street. Council has contributed \$49,000 towards this work.



# Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Works-Bridges,Culverts, Works-Emergency Management, SES, Works-Garbage,Recycling, Works-Parks,Reserves,WalkingTracks,Cemetery, Works-Roads,Footpaths,Kerbs, Works-Stormwater Drainage, Works-THC, Works-Town Maintenance, Works-Waste Transfer Stations.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	3,786,399	3,780,084	6,315	0%	3,780,084
User Charges	7,132	15,044	(7,912)	-53%	90,250
Grants	124,418	128,500	(4,083)	-3%	1,032,000
Other Revenue	39,616	2,230	37,386	1676%	13,383
<b>Total Trading Income</b>	<b>3,957,564</b>	<b>3,925,858</b>	<b>31,706</b>	<b>1%</b>	<b>4,915,717</b>
<b>Gross Profit</b>	<b>3,957,564</b>	<b>3,925,858</b>	<b>31,706</b>	<b>1%</b>	<b>4,915,717</b>
<b>Capital Grants</b>					
Grants Commonw ealth Capital - Roads to Recovery	0	100,250	(100,250)	-100%	401,000
<b>Total Capital Grants</b>	<b>0</b>	<b>100,250</b>	<b>(100,250)</b>	<b>-100%</b>	<b>401,000</b>
<b>Operating Expenses</b>					
Employee Costs	272,113	255,612	16,501	6%	1,520,027
Materials & Services	344,688	298,238	46,450	16%	1,797,125
Depreciation	250,950	250,950	0	0%	1,505,700
Interest	613	608	5	1%	3,644
<b>Total Operating Expenses</b>	<b>868,364</b>	<b>805,408</b>	<b>62,956</b>	<b>8%</b>	<b>4,826,496</b>
<b>Net Profit</b>	<b>3,089,200</b>	<b>3,120,450</b>	<b>(31,250)</b>	<b>-1%</b>	<b>89,221</b>

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

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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 full-time Compliance Coordinator.

### **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 0.4 FTE Contract Environmental Health Officer with a small component of administration assistance from the Regulatory Services Officer.

### **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.

Recent media coverage regarding escalating insurance costs for Building Surveyors will shortly affect the local construction industry. Protek building surveyors are in the process of ceasing to operate and have 36 current jobs within the municipal area. The owners will need to engage a new firm to complete their jobs.

### **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.

### **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.



<b>AUGUST 2019</b>		
<b>ANIMAL CONTROL</b>	<b>Month</b>	<b>YTD</b>
Dogs Registered	150	602
Kennel Licences Issued/Renewed	3	4
Dogs Impounded	0	1
Dogs Seized	0	0
Dogs Surrendered	0	0
Dogs Euthanized	0	0
Dogs at Large	7	8
Warnings Issued	0	0
Complaints	2	2
Infringements	0	0
Lost Dog calls	1	1
Other	4	6
Fire Abatement Enquires/Complaints	0	0
Cat Enquires/Complaints	2	4
Livestock Enquires/Complaints	0	0
<b>ENVIRONMENTAL HEALTH</b>		
Immunisations	0	0
Food Business Registrations	10	112
Temporary Food Business Registrations/Assessments	2	4
Food Business Inspections	5	15
Place of Assembly Licences	0	0
Environmental Nuisances	0	5
Littering	0	0
Abatement Notices	0	0
Notifiable Diseases	0	0
Recreational Water Sampling	0	0
Suppliers of Private Water	0	0
Water Carriers	0	4
Regulated System Registration	0	1
Major Incidents notified to DPIPWE	0	0
Complaints (Noise/On-Site Waste Water/Other)	1	3
Inspections (Water Carrier/Other)	0	0
On-site Wastewater Assessments/Permits	4	14
Form 49 & 50 Assessments/Inspections	0	1
Food Business Enquiries (New Businesses)	3	7
Food Sampling/Surveys	0	0
Development Application Assessments	0	6
<b>BENDIGO BANK</b>		
Deposits	138	281
Withdrawals	26	69
Transfers	7	17
New Accounts	0	0
Requests for Change	19	47
Other	2	8
No of days whereby no transactions/enquiries carried out	0	0

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

Planning Approvals	August 2019			2019 – 2020				2018 - 2019
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)	2	1	1	4	1	2	6	18
Additions to Dwelling	1	0	1	3	0	4	7	14
Outbuilding only	2	0	2	2	1	4	7	11
Multiple Dwellings	0	0	0	1	0	0	1	0
Commercial	3	0	0	3	0	0	3	3
Tourism (excluding change of use)	1	1	0	1	1	0	2	1
Industrial and utilities	1	0	0	2	2	0	4	1
Other	0	0	1	2	0	2	4	0
							34	48
<b>Visitor Accommodation</b>								
CoU to Visitor Accommodation - Planning Directive	0	1	0	0	1	0	1	3
CoU to Visitor Accommodation - Planning Scheme	0	0	0	0	0	0	0	1
New Visitor Accommodations Units	3						3	5
<b>Subdivision</b>								
Urban Lots Approved	0			7			7	6
Non-Urban Lots Approved	0			3			3	0
New Lots Sealed	3			7			4	N/A
Part 5 Agreements Entered Into	0			0			0	0
<b>Processing</b>								
Applications Refused	0						0	0
Applications Withdrawn	0						0	0
Applications requiring additional information	6	0	0	11	0	0	11	N/A
Appeals Lodged	0			0				N/A
Planning Permit Value of Work	\$3,958,000.00			\$3,958,000.00				\$4,110,139.00

<b>Building Approvals</b>	<b>August 2019</b>	<b>2019-2020</b>	<b>2018-2019</b>
<i>Work Category</i>	<i>Month</i>	<i>Year To Date</i>	<i>Previous YTD</i>
Permit Required	7	13	16
Notifiable Building	7	16	14
Low Risk 1	4	6	8
Low Risk 2	1	3	1
Building Certificate	0	0	0
Permit of Substantial Compliance	0	0	1
		20	20
Value of Work	\$1,139,040.00	\$3,661,540.00	\$5,285,032.00
<b>Compliance</b>			
Building Notices Issued	0	0	0
Building Orders Issued	1	1	0
Planning - Notice of Suspected Contravention	0	0	0
Planning - General	0	0	2

## Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Reg-Environmental Health, Reg- Engineering, Technical, Reg-Animal Control, Reg-Statutory Building, Reg-Statutory Planning.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
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### Trading Income

Rate Revenue	420,515	420,515	0	0%	420,515
Statutory Charges	89,526	82,432	7,094	9%	439,400
User Charges	5,684	11,720	(6,036)	-52%	12,800
Contributions	15,276	3,700	11,576	313%	37,000
Other Revenue	3,882	2,334	1,548	66%	14,000
<b>Total Trading Income</b>	<b>534,882</b>	<b>520,701</b>	<b>14,181</b>	<b>3%</b>	<b>923,715</b>

<b>Gross Profit</b>	<b>534,882</b>	<b>520,701</b>	<b>14,181</b>	<b>3%</b>	<b>923,715</b>
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### Operating Expenses

Employee Costs	76,880	72,886	3,994	5%	433,308
Materials & Services	79,484	76,818	2,666	3%	462,700
Depreciation	4,344	4,344	0	0%	26,060
Interest	309	274	35	13%	1,646
<b>Total Operating Expenses</b>	<b>161,018</b>	<b>154,322</b>	<b>6,696</b>	<b>4%</b>	<b>923,714</b>

<b>Net Profit</b>	<b>373,864</b>	<b>366,379</b>	<b>7,485</b>	<b>2%</b>	<b>1</b>
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## 5.4 Manager Community Development – Mrs. Lona Turvey

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Community Development

### Photography Competition

The 2019 Photography Competition attracted 147 entries with some amazing images.

The entries have now been judged by independent judges, Jan Perkins and Terry Pinfold and the overall winner is Rachel Coney with her image “Buxton River Dash”, taken at Mayfield Beach.

Runners-up in the competition, in no particular order, are:-

Maree Woolley, “Early Morning”, Maria Island taken from Spring Beach.  
Maurice Banks, “A New Day”, Swansea.  
Lynden Wright “Vineyard Paradise”, Devils Corner, south of Bicheno.  
Emily Jones, “Splash”, Spiky Beach Swansea.  
Ron Richards, “Wren on Rosemary”, Harvey’s Farm Road Bicheno.  
John Smith, “Friendly Bluethroat Wrasse”, Waubs Bay Bicheno.  
Ron Richards, “Alligator Rocks Sunrise”, The Gulch Bicheno.  
Olivia Martyn, “Splash Zone”, Coles Bay.  
Carmel Gledhill, “Gala Estate”, Cranbrook.  
Steve Masterman, “Taking a Rest on the way to Antarctica”, Waubs Bay Bicheno.  
Sam McEwen, “Breathtaking Coastline”, Mount Parsons, overlooking Sleepy Bay, Freycinet.

Congratulations to all the above winning photographers and thanks to everyone who entered the competition. The winning photographs will feature in the 2020 calendar and a number of the other images will be included as smaller photos throughout the calendar.

### 2020 Calendar

The 2020 calendar is currently being printed and will be available for sale at various outlets throughout the municipal area. Profits from the sale of the calendars go towards youth activities and projects.

### Sally Wise Cooking Class

The Sally Wise cooking class was held on Tuesday, 3<sup>rd</sup> September at the South-East Trade Centre (Triabunna Campus). Sally is a best-selling author of a number of cooking books and runs a cooking school at Molesworth. Sally is also a regular guest on ABC local radio and has been a presenter at events such as Melbourne Food and Wine Festival, Gardening Australia Expos, Open Gardens Australia and many community functions. Sally is Tasmanian Senior Australian of the Year for 2019.

A group of ten men who live on their own or are carers for their partners attended the cooking class and learnt a lot of new cooking skills. Sally included recipes that were versatile and flexible, with multiple applications.

The class prepared and cooked pumpkin soup, scones, sausage rolls, meatballs, beef and stout casserole and apple crumble. Sally also demonstrated how to make focaccia. The scones and sausage rolls were enjoyed for morning tea and the remaining food was devoured for lunch and there was even enough left over for them to take home for dinner that night.

The event was a huge success and thoroughly enjoyed by all who attended. Apart from learning new cooking skills and recipes, it was also a great social occasion for the men.



Andrew Baker, Outreach Worker for Rural Alive & Well (RAW), thanked Council for providing this opportunity for men in our community and said it would be great if more such classes could be held in the future.

Sally wrote the following on her facebook page:-

*“Travelled early this morning up the east coast to Triabunna.*

*Spent a very enjoyable morning cooking with this lovely band of gentlemen.*

*During the class I was introduced to a wonderful, flavoursome, pure salt of the region, even received a gift of a packet. It had to be done, might be a while before I get back there, so went and bought two more packets.*

*Delicious seafood lunch from the Fish Van, a trip to the local op shop and a really good coffee at the Gallery Art Spaces Cafe saw our day in Triabunna come to an end, as we headed homeward to feed the waiting menagerie.*

*Fun time, great people, beautiful scenery - certainly you couldn't ask for more.*

*(Thanks to Lona Turvey for organising the cooking class, and also Angela).”*





## **Reclink Youth AFL Football League**

Glamorgan Spring Bay Council works collaboratively with Reclink Australia and Southern Midlands Council to provide students at Oatlands, Campania, Bothwell, Tasman and Triabunna District Schools with an opportunity to play some competitive football and to mix socially with their opponents at a barbecue following the games. Approximately 120 players participate and the teams consist of a mix of both girls and boys. The teams play one match per month in May, June, July and August and a Gala Day is held at the end of the season.

The Gala Day was held at the Hutchins School Oval, Sandy Bay, on Wednesday, 28<sup>th</sup> August, 2019.

The Southern Midlands Hawks defeated the Triabunna Roos to win the 2019 Reclink Trophy. The Campania/Bothwell Cats and Tasman Crows played the second game and Campania/Bothwell were the victors of that match.

All players received a medallion and the best players in each of the two games were presented with the Greg Hunt Memorial Medallion.

This was the 10<sup>th</sup> year since the Reclink Youth AFL Football League was established and the Chief Executive Officer of Reclink, John Balis, flew in from Melbourne that morning to attend the Gala Day. He thanked Glamorgan Spring Bay and Southern Midlands Councils for their commitment to the Reclink Youth AFL Football League and said that it was such an excellent model that State Manager, Richard Allanby, is in discussion with other southern rural councils to look at establishing something similar in other municipal areas where schools are disadvantaged by distance and student numbers.

We are extremely grateful to the Hutchins School for providing the venue and all facilities free of charge. Hutchins students also assisted with boundary and goal umpiring, time-keeping and scorekeeping. Thanks also to volunteer Linley Wiggins who did a great job cooking the barbecue for more than 130 students.

Thanks also to Garry Baker, (former Australian rules footballer who played for Melbourne, Footscray and Sydney in the Victorian Football League) and David Lithgow (professional commentator), for providing the commentary on the day which gave the event a great deal of atmosphere and professionalism.

## **RUOK? Day**

Council worked collaboratively with Spring Bay Community & Health Centre and Royal Flying Doctor Services staff to hold an RUOK? Day event at the Men's Shed, Esplanade, Triabunna.

More than 80 people came together at the Community Shed where they were given the opportunity to socialize, inspect the wonderful work and activities being undertaken at the Shed, listen to a talk on mental health by local general practitioner, Winston Johnson, and enjoy a sausage sizzle and cakes.

RUOK? Day is held each year in September and was first held in 2009 when Gavin Larkin chose to champion just one question to honour his father who had committed suicide and to try and protect other families from the pain he endured.

RUOK? encourages people to connect with the people around them and start a conversation with anyone who may be struggling with life. It is not necessary to be an expert to reach out – just a good friend and a great listener.

Thanks to members of the Men's Shed who so willingly supported and assisted with the event.

## **Two One Act Plays**

Council, in collaboration with Salon South, presented two one act plays titled *The Committee Chair* and *Trixie Causes Trouble*, on Wednesday, 11<sup>th</sup> September at the Triabunna Community Hall.

Approximately 90 people attended the event by Award-winning theatre group Square Pegs. The plays were directed by Peter Orpin with the cast of Ian McQueen, Peter Miller, Scott Hunt and Kathy Spencer.

The first play *The Committee Chair* was about the secretive and almost holy place – the Men's Shed – which was given quite a turn when a young woman named Jennifer decided she would like to join. This was followed by "*Trixie Causes Trouble*" as two confirmed bachelors found their lives turned upside down when one decided to introduce a new lady friend.

The plays brought much laughter from the audience and there was a great deal of positive feedback from those who attended, many saying how wonderful it was to have some live theatre in Triabunna.

## **Medical Students**

The Mayor will welcome eighteen (18) second-year medical students at a morning tea on Monday, 16<sup>th</sup> September at the Triabunna Community Hall. The students will be living in Triabunna for the week to gain an understanding of the network of care available to members of rural communities and how that impacts upon the lives of people with a range of acute and chronic conditions in those communities.

The students will be involved in a comprehensive program, including a familiarisation tour, visits to the local pharmacies, May Shaw Health Centre, Prosser House Day Respite Centre, Spring Bay Child Care Centre, Spring Bay Community and Health Centre, Clinical Skills Sessions with local general practitioners, Triabunna District School and a group forum with emergency services.

At the end of the week, the community is invited to come back for a presentation on their activities and findings during their stay.

## **Keep Australia Beautiful – Tidy Towns Awards**

Tasmanian Tidy Towns Judge, Lesly Gardner, visited our area on 23<sup>rd</sup> July. This year the focus was on Triabunna, Orford and Buckland.

The award categories for Tidy Towns are:-

- Litter Prevention
- Waste Management and Resource Recovery
- Natural Environment Conservation
- Environmental Sustainability
- Heritage and Culture
- Community Action and Partnerships
- Health and Wellbeing
- Youth Leadership and Activities

The KABTAS Sustainable Communities Awards will be held at Oatlands on Friday, 18<sup>th</sup> October, 2019.

## Sponsorship

An application was received from Olivia Connors who is a student at the Orford Primary School. Olivia has been selected to represent Tasmania on the Inline Hockey Tasmania 11's and under team for the upcoming National Championships in Adelaide in September.

In accordance with Council's Community Small Grants policy, the General Manager has approved the sum of \$200 by way of sponsorship.

## Community Small Grants Programme

NAME	DONATED	COUNCIL MINUTE
Rural Alive and Well Inc.	\$1,000	
Spring Bay Maritime & Discovery Centre Inc. Spring Bay Community Shed	\$1,000	
Buckland Cricket Club	\$1,000	
Spring Bay Community Boat Shed	\$1,000	
Olivia Connors – Representing Tasmanian in the National Championships – In-Line Hockey Australia	200	
<b>Total</b>	<b>\$4,200</b>	



# Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Community Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	287,843	287,843	0	0%	287,843
Other Revenue	6,159	2,326	(3,833)	-165%	13,950
Net Gain/Loss Assets - Gross sales revenue of asset	(98)	0	98	0%	0
<b>Total Trading Income</b>	<b>293,905</b>	<b>290,169</b>	<b>(3,736)</b>	<b>-1%</b>	<b>301,793</b>
<b>Gross Profit</b>	<b>293,905</b>	<b>290,169</b>	<b>(3,736)</b>	<b>-1%</b>	<b>301,793</b>
<b>Operating Expenses</b>					
Employee Costs	23,993	25,092	1,099	4%	150,543
Materials & Services	16,006	20,084	4,078	20%	121,250
Depreciation	5,000	5,000	0	0%	30,000
Net Gain/Loss Assets - W.D.V. of asset sold	472	0	(472)	0%	0
<b>Total Operating Expenses</b>	<b>45,471</b>	<b>50,176</b>	<b>4,705</b>	<b>9%</b>	<b>301,793</b>
<b>Net Profit</b>	<b>248,433</b>	<b>239,993</b>	<b>(8,440)</b>	<b>-4%</b>	<b>0</b>

## 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 is being undertaken to all buildings as required.
- **Swansea Loo with a View**

Construction is continuing on the Loo with a View toilet facilities at Jubilee beach, Swansea. The disabled toilet building has had the cladding installed and the roofing fitted. The inside fit out and glazing has commenced.

The main building frame to sit on top of the already installed turpentine piles is being delivered to site now that TasWater has installed the sewerage connection. This frame will be delivered to site and have the cladding, roofing and glazing installed before being lifted into place on top of the turpentine piles by crane.



*Image: Swansea ‘Loo with a View’ Frame*

- **Drought Communities Programme**

The Drought Relief Communities Programme Grant awarded to the Glamorgan Spring Bay Council has seen various projects commence throughout the municipality.

## MARINE INFRASTRUCTURE:

### Boat Ramps and Jetties:

- General maintenance is carried out on Council owned boat ramps and jetties.

### Triabunna Wharf and Marina:

- Ongoing general maintenance and inspections are carried out as required.
- The 2019 / 2020 financial year marina berth invoices have been issued.

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)	25
Marina Berths occupied by Recreational Boats (Triabunna)	81
Marina Berths occupied by Ferries or Tour Boat operators	4
Waiting list for Large Commercial Fishing Boat Berths (Triabunna)	6
Waiting list for Recreational Boat Berths (Triabunna)	15





# Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is Build-Council Building Maintenance, Build-Boat Ramps, Jetties, Build-Spring Bay Commercial Wharf, Build-Triabunna Marina.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	467,634	467,634	0	0%	467,634	
Statutory Charges	(435)	0	(435)	0%	0	
User Charges	210,366	200,666	9,700	5%	379,000	
Other Revenue	0	334	(334)	-100%	2,000	
Net Gain/Loss Assets - Gross sales revenue of asset	0	0	0	0%	50,000	
<b>Total Trading Income</b>	<b>677,565</b>	<b>668,634</b>	<b>8,931</b>	<b>1%</b>	<b>898,634</b>	
<b>Gross Profit</b>	<b>677,565</b>	<b>668,634</b>	<b>8,931</b>	<b>1%</b>	<b>898,634</b>	
<b>Operating Expenses</b>						
Employee Costs	27,346	29,714	(2,368)	-8%	178,290	
Materials & Services	77,374	50,990	26,384	52%	307,568	
Depreciation	52,856	52,856	0	0%	317,130	
Interest	19,757	15,942	3,815	24%	95,646	
Other Expenses	51	0	51	0%	0	
<b>Total Operating Expenses</b>	<b>177,384</b>	<b>149,502</b>	<b>27,882</b>	<b>19%</b>	<b>898,634</b>	
<b>Net Profit</b>	<b>500,181</b>	<b>519,132</b>	<b>(18,951)</b>	<b>-4%</b>	<b>0</b>	

1. Annual lease for Marina from Crown. Property maintenance up slightly.

## 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

The review of the draft Prosser Catchment Plan is on hold. A brief is being developed to seek quotes for a consultant to complete the draft Plan and facilitate community consultation.

#### Bushwatch

##### Illegal firewood harvesting

The working group is likely to be reconvened this financial year by NRM South once they find out about their federal funding bid. There are regular reports that a constant stream of vehicles loaded with firewood are leaving the Buckland Road area. The relevant land managers have been informed.

#### Catchments to Coast

NRM South are still in negotiations with the Federal and State Government regarding funding arrangements moving forward. The tender for the Australian Government's National Landcare Program Regional Land Partnerships Program for Southern Tasmania closed on 8<sup>th</sup> April. The final Ramsar project submitted by NRM South was entitled '*Improved Ecological Character of Moulting Lagoon and Apsley Marshes Ramsar sites*'. Council is listed as a project delivery partner and steering committee member in the proposal. NRM South are still waiting for the outcomes of the tender to be announced.

The project is 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 Tasmanian Government has announced the commencement of the Weed Action Fund (WAF) which is a \$5 million commitment to strategic weed management across the state. Discussions are underway to bring together key stakeholders to plan for a strategic weed project for the Bicheno foreshore..

Negotiations to undertake priority weed control works for State Growth for 19/20 is still ongoing. All contractors involved in undertaking state growth weed control work have been informed that the budget will be reduced in 19/20.

Targeted areas with Declared weeds are being visited to determine where weed notifications are required to be sent.

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

Ongoing

#### Australian Government Grant, Department of Agriculture and Water Resources: Communities Combating Pests and Weed Impacts During Drought Program – Biosecurity Management of Pests and Weeds.

The funding for this project *Serrated tussock management in drought affected South Eastern Tasmania* has been received. This is a partnership project with Tasman Council. The requisite 'Activity Work Plan' has been completed and approved by the Australian Government.

Correspondence including project agreements has been sent to property owners/managers. On ground works have commenced. The first of four news articles about this project has been distributed. Planning is underway for a field day.

*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

GSB NRM Committee meeting number 64 was held on Wednesday 14<sup>th</sup> August in the Bicheno Memorial Hall Annexe. The next Committee meeting will be held on Wednesday 13<sup>th</sup> November at the Orford Hall.

The GSB NRM team continues to provide support to other community groups including the Bicheno Earth and Ocean Network, the Friends of the Bicheno Penguins, 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.

Support was provided to the Friends of Triabunna Reserves who hosted Dr. Eric Woehler, Convenor of BirdLife Tasmania in doing a presentation on Shorebirds and seabirds of the Tasmanian east coast. The event was well attended with 36 guests.

*Continue to work and develop partnerships with Parks and Wildlife Service, Crown Land Services, TasWater, DPIPW, 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 with Crown Land Services, TasWater and TasNetworks.

Requests to undertake weed control work on a number of Crown Land Reserves have been submitted to Crown Land Services via Crown Land Enquiries. We are still awaiting responses.

*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

#### Coastal Hazards Project

Manager Natural Resources is a member of the technical working group overseeing the delivery of this important project.

*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

A presentation on NRM and landcare initiatives in the Little Swanport catchment was given at the Tasmanian Land Conservancy Celebration of the Little Swanport Covenant, held at the Spring Bay Mill on Friday 6<sup>th</sup> September.

A presentation about Serrated Tussock and demonstration of Declared Weed Detection Dog Fonzy was given at the Triabunna District School to 40 plus students. The students are assisting in Fonzy practicing with an audience in preparation for a demonstration and the Tasmanian Landcare Conference being held at Bellerive Oval in late October.

*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 with regard to biodiversity issues 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.

The dates for the 2019 Garage Sale Trail have been announced. This event will take place on October 19 & 20 with registrations to open on August 10. The Garage Sale Trail encourages people to reuse items and reduce waste. GSB participates in the program as a member council of Waste Strategy South which is a key program under the auspices of the Southern Tasmanian Councils Authority.

*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 native flora and fauna management plans for reserves in each town.*

Ongoing.

This month Council received a report of illegal vegetation clearing on the public foreshore reserve adjacent to Pyke Crt, Swansea. Site inspections unfortunately confirmed this. Officers found that a number of mature *Allocasuarina verticillata* (she-oak trees) were felled. This illegal activity on public land is unsafe, unsightly, and has resulted in a loss of habitat and biodiversity. Officers are liaising with Tasmania Police to address this. Signage has been erected at the site. Correspondence has been sent to property owners whose properties adjoin the public foreshore reserve in the Pyke Crt area.

*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 with more recent developments currently being explored at the Spring Bay Mill. The Pulchella Community Nursery Landcare Group has been established to enable community volunteers to participate in activities at the Mill Nursery moving forward.

*Continue to initiate, encourage and participate in skills development and training opportunities, and make these available to community whenever possible.*

Two Parks and Reserves staff have completed their Certificate II in Horticulture. The NRM staff are still working on their Certificate IV Conservation Land Management and Horticulture.

# Profit and Loss

Glamorgan Spring Bay Council

For the 2 months ended 31 August 2019

Department is NRM.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	396,010	396,010	0	0%	396,010
User Charges	0	1,334	(1,334)	100%	8,000
Other Revenue	0	250	(250)	100%	1,500
<b>Total Trading Income</b>	<b>396,010</b>	<b>397,594</b>	<b>(1,584)</b>	<b>0%</b>	<b>405,510</b>
<b>Gross Profit</b>	<b>396,010</b>	<b>397,594</b>	<b>(1,584)</b>	<b>0%</b>	<b>405,510</b>
<b>Operating Expenses</b>					
Employee Costs	50,737	55,422	(4,685)	-8%	332,534
Materials & Services	12,756	9,598	3,158	33%	59,600
Depreciation	2,000	2,000	0	0%	12,000
Interest	0	230	(230)	100%	1,376
<b>Total Operating Expenses</b>	<b>65,493</b>	<b>67,250</b>	<b>(1,757)</b>	<b>-3%</b>	<b>405,510</b>
<b>Net Profit</b>	<b>330,517</b>	<b>330,344</b>	<b>173</b>	<b>0%</b>	<b>0</b>

## 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 Minutes – 14 August 2019 (Draft)**

**Chris Schroeder**  
**General Manager**

#### **Recommendation:**

That Council receives and notes the draft minutes of the NRM Committee dated 14 August 2019.



## 6.1 NRM Committee Minutes (Draft)

# GSBC NRM Committee Meeting No. 64 Minutes.

## Memorial Hall, Bicheno Wednesday 14<sup>th</sup> August, 10:00am

### 1.0 PRESENT

Clr Cheryl Arnol (Chair), David Tucker (Vice Chair), Mel Kelly (GSBC Manager Natural Resources), Cynthia Maxwell-Smith (GSBC Sustainability Officer), Terry Higgs (GSBC), Robyn Moore (DSRA), Rhys Wilson (PWS Freycinet), Jane Wing (Orford Community Group), Alan Morgan (Coles Bay), Judy Broadstock (Bicheno Earth & Ocean Network), Rose Jarvis (Bicheno).

### GUESTS

Michael Askey-Doran (Invasive Species Branch, Biosecurity Tasmania, DPIPW),  
Cindy Hull (NRM South) Erika Alacs (NRM South)

**MEETING OPENED:** 10:25am.

### 2.0 APOLOGIES

Nicky Meeson (GSBC Biodiversity Officer), Rosie Jackson (GSBC NRM Officer), Kath Hitchcock (PWS Triabunna Field Centre), Clr Annie Browning, Kate Hibbert (Department of Defence), Diana Nunn (Coles Bay), Hayden Dyke (Oyster Bay Oysters), Gary Stoward (Dolphin Sands), Sergeant Marcus Pearce, Derek Madsen (*Banwell*).

### 3.0 CONFIRMATION OF PREVIOUS MINUTES

Confirmation of previous minutes from GSB NRM Committee meeting no. 63:

**Moved:** Jane Wing **Seconded:** Alan Morgan. *Carried unanimously.*

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

**Follow up on finding a tourism representative to join the Committee.** Alan suggested NRMC contact Alison Wallace. Mel suggested that perhaps the NRMC Chair should formally approach the Chair of East Coast Regional Tourism Organisation (ECRTO). Alison Stubbs is currently the acting chair and there is a new CEO.

**Follow up with CLS regarding follow up weed control on unmade road reserves.** Terry reported that this is still in process. Rhys mentioned that funding bids have just opened so it might be a good time to press for action and funds to be committed now.

**Follow up with David Tucker regarding walking track development on unmade road reserves in Swansea on where to from here.** David reported that although Bicheno and Orford seem to have made progress CLS will only allow something to happen if leases are transferred to Council. David suggests that Council could take a strategic view regarding tracks and trails throughout the municipality. Robyn asked if David had spoken with the Swansea DAP group. David said yes but no correspondence has been received in response to his enquiries.

Possibilities for further enquiries and research include looking into the work of Kingborough Council on tracks and trails, the Active Strahan project and some mainland models including the model seeking funding by state and/or federal government for building the tracks with Council taking on management moving forward. Terry suggested starting with land already managed by Council such as some foreshore reserves instead of Crown Land and then working with DAP groups to get funding.

**Ask a representative from the STCA Waste Group to attend a future Committee meeting to discuss their current projects.** Mel reported that the waste group has only met once and she was unable to attend. Mel or the Manager Works will be attending the next one and will request for a representative to brief the NRMC regarding Waste South.

**Arrange for the Invasive Species Branch to attend the next Committee meeting to speak about the State Government's \$5million Weed Action Fund.** A representative is today's guest speaker

**Circulate information to the Committee regarding Chilean needlegrass.** Mel advised this has been done.

**Email neighbouring Councils regarding priority weed control in local government boundary areas.** Item moved to other business.

**Circulate information about Enviroinex to the Committee.** Cynthia reported this has been done.

## 5.0 COMMITTEE CORRESPONDENCE

### Outgoing:

Nil.

### Incoming:

Nil.

## 6.0 BUSINESS ARISING FROM CORRESPONDENCE

Nil.

## 7.0 DISCUSSION ON WATER METERS FOR SWAN RIVER IRRIGATION INTAKES

**David:** Raised the issue of Swan River irrigation intakes and made the point that water is the most critical environment issue that this Committee faces. Even though local land owners were mostly positive about metering of intakes proposed at the public meeting at Cranbrook in February there are no plans by DPIPWE to introduce metering on historic licences. David suggested that NRMC needs to ask Council for an update and find out what's happening. Mel and NRMC Chair to discuss with new GM how to proceed.

## 8.0 PUBLIC CONVENIENCE STRATEGY

**Alan:** Public Convenience Strategy request for update. Mel circulated a request to the NRMC to identify areas where public conveniences may be needed. Alan said a working group involving the key stakeholders is the only way forward and this Committee is not the right forum to identify these sites. NRMC Chair and Vice Chair and Mel to request meeting with GM to get direction of how to progress this issue. Mel to resend request to NRMC with deadline for identifying areas where toilets should be considered.

## 9.0 COMMITTEE ROUND TABLE

**Judy:** EON provided funds for gorse clearing at Seymour. Coastal cinema doing well and has become a main component of EON activities. EON think a wildlife sign should be erected at a particular site in Bicheno where animals are roadkilled on a regular basis. Mel suggested EON email the General Manager regarding this request. Judy also reported the presence of 4WD bikes on Denison Beach and that more stairs and seats are being erected in the dunes. Rhys thanked Judy for this information and will follow up.

**Rose:** Submitted an unsuccessful bid to join the Game Management Committee and was advised by the GMC to ask Council for updates re committee agendas and actions. Suggested that Deer Management and Game management group/s be asked as guest speakers to present at a future NRMC.

**Jane:** Orford Community Group interested in a bulk purchase of bin springs. Robyn reported that the DSRA bulk purchase of bin springs was very successful and the bulk purchase brought the price down significantly. Cynthia to interview Robyn for a future Seaspeak and provide information and inspiration for other community groups. Also investigate the possibility of Council making a bulk purchase so that GSB residents can purchase their own bin springs for a good price.

**Rhys:** Friendly Beaches Lookout project a big success story. Many thanks to NRMC and Council for providing a letter of support. PWS have developed a new weed management plan. Also there will be no spring fuel reduction burns due to soil dryness and we could be in for a very bad fire season.

**Robyn:** There was a fire at Dolphin Sands this morning but it was quickly brought under control. \$6,500 for revegetation after the last fire, was raised by crowd funding. DSRA was successful with their grant application to hire a chipper mulcher for a 2 week period in October for Dolphin Sands residents to clear around their properties. Still want Council to clear the coastal wattle on roadsides. Also applying for a grant to clear a patch of radiata pine. Planning a roadside clean up. Interested to know if there is any feral cat projects in the pipeline.. Mel noted that Mike Askey Doran would be able to speak to this following his weed fund presentation.

**NRM SOUTH:** Erika and Cindy provided an update on the tender submitted to the Federal Government which includes funding for Moulting Lagoon/Apsley Marshes. Still no word however NRM South are expecting federal government representatives to be in touch very soon. A Smart Seafood project has begun with an objective of raising awareness of marine biodiversity.

*Lunch 12:40pm – 1:10pm.*

## 10.0 GUEST SPEAKER MICHAEL ASKEY-DORAN – INVASIVE SPECIES BRANCH, BIOSECURITY TASMANIA, DPIPWE: WEEDS ACTION FUND.

State Government has committed \$5 million in funding over the next 5 years. The funding will be granted in a priority based approach with outcomes linked to values.

Discussion held on whether an education awareness Serrated Tussock project with an objective of prevention and strategic outcomes involving GSB, Sorell and Clarence could be a suitable project for later rounds. In kind contributions are important for successful grant applications.

Michael stated that Glamorgan Spring Bay Council's weed management leaves most other council's for dead. GSB is the shining example within Tasmania for a small council with limited resources the efforts and outcomes achieved are remarkable.

David asked what was happening with GSB's submission to have briar rose declared. Michael was not aware of this submission but will follow up. Significant discussion followed. It appears that it would be unlikely that briar rose is likely to be declared under the *Weed Management Act 1999* however there may be other ways it can be addressed in at least Glamorgan Spring Bay when the new *Biosecurity Bill 2019* is in place. This is something to keep abreast of.

Cats: DPIPWE aim to have amendments to the *Cat Management Act* going out for public comment in the next few weeks. Amendments being proposed include compulsory desexing and microchipping and broadening definitions to include producers other than graziers who are currently the only ones authorised to undertake certain cat management strategies. Feral cats will be dealt with under the new Biosecurity Bill. There is a difference between feral and roaming /stray cats.

For more information about cat management in Tasmania Kingborough Council's and the TassieCat websites and specifically the proposed Bruny Island Cat By-law is a good place to start.

## **11.0 SUSTAINABILITY REPORT**

Cynthia provided a sustainability update. The electric vehicle charging station grant was successful and Electric Highways Tasmania will be installing a fast charging station in Swansea.

Envorinex is working with local walnuts producer Websters to recycle large quantities of black poly pipe which was destined for landfill. Thanks to Amanda Brooks for passing on the information.

Recycling industry in Australia overall is in crisis. No recycling collected in GSB, other than contaminated loads, is going to landfill, however there is likely to be stockpiling if not now than in the future.

## **12.0 TREASURER'S REPORT**

Mel distributed and spoke to the Treasurer's Report.

## **13.0 GSBC NRM DEPARTMENT REPORTS**

Mel spoke to the GSBC NRM Department reports that she circulated via email.

## **14.0 OTHER BUSINESS**

Moulting Lagoon Forum – Cheryl proposes that perhaps it is time for a forum including the large and diverse range of stakeholders involved with Moulting Lagoon. This forum should include hunters, PWS, private land owners, CLS, Council and other users and interested folk. Suggests that NRM Committee organise a forum that could put some perspective about what happens on and around the Lagoon. Rhys agreed, from a PWS perspective this would be timely to fit in with the evolution of the Freycinet Master Plan. Also as raised earlier, water is a critical issue and the value and the health of Moulting Lagoon is dependent on environmental flows.

David suggested that this forum should be separate from our general meeting and that the intended outcomes needed to be clarified.

Terry said we do have two Ramsar wetlands in the municipality and Apsley Marshes should also be included. It was agreed that a Ramsar wetland forum be organised for early 2020 and that some background work is done to present at the next meeting.

## **NEXT MEETING**

**Next Meeting Location:** to be confirmed.

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

*Meeting closed at 3.15pm.*

## ACTION ITEMS

1. Follow up with CLS regarding follow up weed control on unmade road reserves. Who: Terry.
2. Follow up regarding walking track development on unmade road reserves in Swansea on where to from here. Who: David
3. Ask a representative from the STCA Waste Group to attend a future Committee meeting to discuss their current projects. Who: Mel.
4. Follow up on finding a tourism representative to join the Committee. Who: Mel/Cheryl
5. Organise to meet the new General Manager to discuss the public convenience strategy, water meters and best approach to encourage adjoining councils to be more proactive in the weed management space. Who: Cheryl/David/Mel
6. Invite someone from the Game Services Tasmania/Tasmanian Game Council to come to a future meeting. Who: Mel

Signed by the Chair

Date:

## 7. Officers' Reports Requiring a Decision

### 7.1 Policy 1.1 - Mobile Food Vans, Pop-Up Stalls & Kerbside Vending

Responsible Officer – Manager Development and Compliance, Shane Wells

#### **Background**

In April 2018, a review of the Policy on the Regulation of Stalls and Kerbside Vendors was commenced. The current policy allows for the General Manager to issue a licence on a one-off, one-month, six-month or 12-month basis for:

- Food and coffee vans
- Stalls on footpaths
- Ticket boxes or site offices for events or tour companies
- Other pop-ups of any kind

Other than for temporary stalls, the current policy seeks to limit licences being issued within a town boundary or within 250m of a town boundary or any shop. Licences issued address any food handling or environmental health issues and requires \$5,000,000 minimum public liability.

The General Manager does have full discretion under the policy, including on the limitation on locating within town boundaries. Any refusals made by the General Manager may be appealed to a full meeting of the Council.

The Policy does apply to private, Council owned and Crown owned land.

On private land, vendors are exempt from planning permits if they are for an occasional event, which is undefined but taken to mean up to three months.

On Crown land, approval of Parks and Wildlife Service will also be required. PWS have detailed policy and guidelines in place and also preclude food vans from certain locations.

The major user of the current policy is by operators of mobile food vans (inclusive of coffee vans). Given the popularity of food vans and the flexibility they afford to meet peak visitor demand, the review focused on the future direction of food vans.

The following issues considered in the review with submissions sought on:

- Is the current limitation to outside town boundaries appropriate?
  - Do existing businesses have the capacity to meet peak tourism demand particularly after hours?
  - Are existing physical businesses adversely impacted by food vans, or are they complementary business activities? Do existing physical business wish to diversity into food vans?
- Should or can 'pre-approved' sites be identified by Council? Where can food vans be encouraged or prevented?

- Should licences be issues for a 12 month period for one site? And if so should licences be renewed to the same vendor? Or should licences be required to move around the municipal area on a regular basis? Recently, one site has had licences issues for two separate businesses on a first-come, first-serve basis.
- Should there be a cash in lieu or other payment applied where existing public car parking spaces are occupied by the licence holder?
- Should the policy consider the type of offerings and consistency with tourism branding or other relevant industry marketing?
- Does the policy appropriately clarify what types of activities do and don't require a licence?

### **Approaches Elsewhere**

#### *Hobart City Food Van Program*

Seeks to diversify the local economy and promote use of Tasmanian product. It allows trading in certain locations during specified time periods which have a 50m separation from existing business.

#### *Launceston City*

Limit activities in the CBD and on certain roads and within 200m of an existing business and 100m of a house between specified hours to limit noise issues.

#### *Parks & Wildlife Service – Mobile Food Vendor Policy and Procedures*

The policy has a number of criteria for approval for mobile food vendor, including:

- There is no impact to natural or cultural values of the site
- The service will enhance the overall visitor experience
- There is no impact to public access, or safety and the capacity of the site to suit the vendor activities
- The service is 'not in direct competition with permanently established services' nearby

### **Proposed Policy**

The proposed policy seeks to balance the viability of existing bricks and mortar business and the needs of the visitor accommodation. The policy seeks to encourage mobile food vans to operate but not directly compete with existing businesses.

Broadly, the policy identifies where and when food vans are appropriate. In the following table, each site is listed along with any site specific limitations. Limitations will be implemented by mapped attachments to any new licence issued. As the policy is implemented, these limitations may be modified or reduced in response to operational issues at the discretion of the General Manager. A range of conditions relating to amenity, waste management and the like will apply to any licence at the discretion of .

The Triabunna Fish Van and existing coffee van at the Triabunna marina are exceptions to this policy and will be permitted to operate within their existing sites subject to any direction to move within the Marina precinct in response to infrastructure improvements or other needs.





These businesses have, over a period of time, established a sense of permanency which should be recognised for these businesses but otherwise discouraged. Mobile food vans are to be mobile.

Site	Limitation
Triabunna	
• Triabunna Gatehouse	Nil
• Triabunna Boat Ramp	Nil
• Triabunna Recreation Ground	Nil
• Triabunna Memorial Park,	One van at a time parked on the north-east side of the footpath
Orford	
• Orford Our Park	Van must be parked in a formed car parking area
• Spring Beach, Spring Beach Car Park	One van at a time
• Orford Recreation Ground	Nil
Swansea	
• Swansea corner of Jetty Road and Franklin Street	One van only not occupying existing car parking spaces
• Swansea Recreation Ground	Must adhered to any direction from sporting clubs during a game
• Swansea Gordon Street Boat Ramp	Nil
• Swansea Saltwater River Playground	Nil
• Swansea Schouten Beach turning head / Waterloo Point Walk	Nil
Bicheno	
• Near Recreation Ground in gravel area off Waus Esplanade)	Nil
• Bicheno Triangle Car Park	6pm to 10pm only
• Bicheno Car Park opposite United Petroleum	Nil
• Bicheno Gordon Street cul-de-sac turning head	Nil
Coles Bay	
• Swanwick Recreation Area	Ni
• Coles Bay Jetty	Must not interfere with any marine user
• Coles Bay Boat Ramp	Must be parked on grass and not interfere with existing car parking
• Coles Bay Memorial Hall	Nil
• Coles Bay Information Booth	Nil
Outside settlements	
• Saltworks Boat Ramp (*subject to approval by the Crown)	Nil
• Dolphin Sands	Only at one of three formed beach access from Dolphin Sands Road

<ul style="list-style-type: none"><li>Spiky Bridge Car Park (*subject to approval by the Crown)</li></ul>	One only positioned as far as practicable from the bridge and highway
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### **Recommendations**

That:

- (a) Council adopts Policy 1.1 Mobile Food Vans, Pop-Up Stalls & Kerbside Vending, version 4, dated 24<sup>th</sup> September 2019.
- (b) Council amends the fees and charges for 2019-2020 to adopt the fee schedule listed below:
  - One year licence fee is \$1000
  - Three months licence fee is \$350
  - One month licence fee is \$200
  - Up to one week licence fee is \$75.

### **Attachment:**

Draft Policy 1.1 – Mobile Food Vans, Pop-Up Stalls and Kerbside Vending

 <b>GLAMORGAN SPRING BAY COUNCIL</b>	<b>POLICY – MOBILE FOOD VANS, POP-UP STALLS &amp; KERBSIDE VENDING</b>	<b>Policy 1.1</b>	
		<b>Version 4</b>	<b>Date 24/9/2019</b>
<b>Minutes Dated</b>	<b>Approved By: Council</b>  <b>Decision No.</b>	<b>Review Date As required but no later than 2023</b>	

## 1. OBJECTIVES

The Policy provides that:

- GSBC will support existing and future ‘bricks and mortar’ businesses.
- GSBC recognizes that mobile food vendors play an important role in the visitor economy as well as the local services economy.
- In reconciling these imperatives, GSBC will not permit a mobile food vendor within 100m of an existing take away or café food business situated on private tenure within town boundary and 1km outside of town boundary.
- GSBC encourages mobile food vendors to operate across identified sites in order to cater for demand. In doing so it is recognizes that this policy must operate without a significant administrative burden.
- GSBC recognizes that some mobile food vans have long-term occupancy and certain commercial rights to maintain but will limit any future long-term occupancy.

## 2. SCOPE

This Policy applies to mobile food vans, pop-up stalls and kerbside vending operating on public land.

- Mobile Food Vans that form part of a community event are exempt from this Policy.
- Mobile food vans on private land represent a use of the land and are regulated through the planning system.

## 3. PROCEDURE

A Mobile Food Van may apply for a licence to operate for:

- One year for a licence fee of \$1000 or otherwise prescribed in Council’s fee schedule.
- Three months for a licence fee of \$350 or otherwise prescribed in Council’s fee schedule.
- One month for a licence fee of \$200 or otherwise prescribed in Council’s fee schedule.
- Up to one week \$75 or otherwise prescribed in Council’s fee schedule.

A pop-up stall or kerbside vendor, inclusive of the sale of fresh fruit and vegetables, may apply for a licence to operate for the same period of time as listed above for a mobile food van. The licence fee is to be determined at the discretion of the General Manager having regard to the nature and scale of the activity and any equivalence to the mobile food van. Any such stall or vendor for a charitable purposes shall be fee exempt.

A Mobile Food Van will be approved to operate in any one of the following locations at any one time:

- Triabunna Gatehouse
- Triabunna Boat Ramp
- Triabunna Recreation Ground
- Triabunna Memorial Park,
- Orford Our Park
- Spring Beach, Spring Beach Car Park
- Orford Recreation Ground
- Saltworks Boat Ramp (\*subject to approval by the Crown)
- Swansea corner of Jetty Road and Franklin Street
- Swansea Recreation Ground
- Swansea Gordon Street Boat Ramp
- Swansea Saltwater River Playground
- Swansea Schouten Beach turning head / Waterloo Point Walk
- Dolphin Sands Beach Accesses
- Spiky Bridge Car Park (\*subject to approval by the Crown)
- Bicheno, near Recreation Ground off Waubs Esplanade
- Bicheno Triangle Car Park (from 6pm to 10pm only)
- Bicheno entry point to Whalers Lookout Walk
- Bicheno Car Park opposite United Petroleum
- Bicheno Gordon Street cul-de-sac turning head
- Swanwick Recreation Area
- Coles Bay Jetty
- Coles Bay Boat Ramp
- Coles Bay Memorial Hall
- Coles Bay Information Booth

**\*\*Other locations may be considered by application to Council.**

Mobile Food Vans operation away from a through road will be permitted to place one sandwich board sign on the relevant junction during operating hours in predefined locations and with suitable anchoring.

Mobile Food Vans must be removed from the site and the close of business for each day and parked overnight on private property.

#### *Insurance and other approvals*

All licencees' must hold a current certificate for \$5,000,000.00 public indemnity insurance and provide a copy of such insurance to Council on issuing of permit.

All licensees for a mobile food van must have such van approved and licenced under the *Food Act 2003* by Glamorgan Spring Bay Council or the Council in which the van is parked.



#### **4. DELEGATION**

General Manager

#### **5. RESPONSIBILITY**

General Manager

#### **6. REPORTING**

A register of licences issued is to be maintained at the Council offices.

#### **7. STATUTORY REQUIREMENTS**

- 1. Local Government Act 1993*
- 2. Public Health Act 2003*
- 3. Food Act 2003*

#### **8. ATTACHMENTS**

Nil

## **7.2 Policy 3.11 – Customer Service Charter**

**Responsible Officer – General Manager, Chris Schroeder**

### **Background**

According to the *Local Government Act 1993*, S339F, a council is to review its customer service charter within 12 months after a council election and the general manager is to provide the council with a report at least once a year of the number and nature of complaints received.

The customer service charter is to:

- (a) Specify the principles relating to services provided by the council; and
- (b) Specify a procedure for dealing with complaints relating to services provided by the council; and
- (c) Include any prescribed matter.

The general manager is to make the customer service charter available:

- (a) For public inspection at the public office during ordinary office hours; and
- (b) On the council's website site free of charge; and
- (c) for purchase at a reasonable charge.

This updated Customer Service Charter has been reviewed thoroughly by Council and is presented with some amendments. The main amendment has been the number of days to acknowledge a written request. This has changed from two to five working days and a response from fourteen days to twenty working days.

### **Budget Implications**

Nil

### **Statutory Implications**


Nil

### **Recommendation**

That the Council adopts Policy 3.11 – Customer Service Charter, version 4 dated 24/09/2019 (as attached).

### **Attachments:**

Draft Policy 3.11 – Customer Service Charter

 <p>GLAMORGAN SPRING BAY COUNCIL</p>	<b>POLICY – CUSTOMER SERVICE CHARTER</b>	<b>Policy 3.11</b>	
		<b>Version 4</b>	<b>Date 24/9/19</b>
<b>Minutes Date:</b>	<b>Approved By : Council</b>  <b>Decision No.</b>	<b>Review Date: July 2021</b>	

## 1. OBJECTIVE

- To outline Council's commitment to customers in accordance with our mission statement and provide a formalised process for making complaints.
- To outline customers' rights, the standards customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions or actions.

## 2. SCOPE

This policy includes all points as required by Section 339F of the *Local Government Act 1993*.

## 3. DEFINITIONS

### Who is a customer?

A customer is any person or organisation seeking services or information from the Glamorgan Spring Bay Council.

## 4. PROCEDURE

### 4.1 OUR COMMITMENT TO CUSTOMER SERVICE

The Glamorgan Spring Bay Council is committed to the provision of timely, efficient, consistent and quality services provided by polite and helpful Councillors and staff members that meet our customers' expectations.

The Glamorgan Spring Bay Council places great emphasis on the efficient handling of complaints. Our aim at all times is to provide quality service. We will always aim for the best possible outcome or solution for our customers.

Customers are encouraged to voice their concerns or complaints; Council will work toward increasing customer satisfaction and continuous improvement of services by responding to customer complaints as efficiently and effectively as possible.



## **4.2 OUR SERVICE STANDARDS**

### **At all times we aim to:**

- Treat customers courteously and with respect.
- Deal with customers in a polite and helpful manner.
- Listen to customers and take their views into account.
- Offer and provide customers with necessary and relevant information.
- Treat customers fairly and take account of the customer's particular needs.
- Act on our commitments in a timely manner.
- Value customers privacy by treating all personal information confidentially.
- Leave a "visit card" with our name and contact number following a visit to a customer's residence if that customer is absent at the time.
- Be punctual for meetings and appointments.

### **When a customer visits or telephones the Council**

We will attend the counter and answer the telephone promptly, courteously and deal with an enquiry directly without unnecessary referrals or transfers. If we cannot deal with the enquiry we will provide the customer with the name of the person the request or enquiry will be referred to or, if that information is not readily available, will request the relevant person to contact the customer directly. Telephone calls will be returned at the first opportunity. However, where information is not readily available verbal enquiries will be recorded, logged and answered within 5 (five) working days.

### **When a customer writes or emails**

We will acknowledge all written requests or enquiries within five (5) working days and where necessary provide a response within twenty (20) working days. Our response will be either in full, or an update on the item outlining the name of the person handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. All correspondence will be as prompt as possible, courteous and written in plain English.

## **4.3 OUR EXPECTATIONS OF THE CUSTOMER**

### **We ask customers to:**

- Treat Councillors and Council staff with respect.
- Respect the privacy, safety and needs of other members of the community.
- Have a note pad and pen by the phone.
- Provide accurate and complete details.
- Phone to make an appointment for a complex enquiry or a need to see a specific Officer.
- Phone the Officer nominated on correspondence sent to the customer and quote the file number on the letter.

### **Abusive Customers**

Any interaction with members of the community where personal abuse or vulgar language is used, the communication may be terminated immediately by the Officer. If face to face, the Officer should walk away. If on a telephone, the Officer will terminate the call. If in email, the address may be blocked.

There may be occasions when

- the issue(s) a person has cannot be dealt with to their satisfaction and it is not possible for Council officers to continue to respond; or
- correspondence contains personal abuse or vulgar language is used.

In these cases, the General Manager may decide to limit or cease responses to the person. A decision of this nature will be communicated in writing to the person and a copy of the communication provided to Council.

If a Councillor or staff member feels threatened by the language or behaviour of a customer, they should notify the Mayor, General Manager, their direct manager or supervisor and may need to notify the Police.

#### **4.4 COMPLAINTS**

##### **What is an organisational complaint?**

A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon.

A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

What is not a complaint?

- A request for service (unless there was no response to a first request for service)
- A request for information or an explanation of a policy or procedure.
- Disagreement with a policy of the Council.
- An appeal or request for internal or external review of a decision for which a structured process applies, other than that made as the result of a complaint.
- An expression concerning the general direction and performance of Council or its Councillors.
- An expression of dissatisfaction with the behaviour of a Councillor.
- Reports of damaged or faulty infrastructure.
- Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our service.

Many of the issues above are called ‘complaints’ when a customer contacts us. They are called complaints because a customer is unhappy about the situation and wants something done. The actions we take to resolve many ‘complaints’ are an everyday part of organisational life for us due to the nature of services we provide and will be dealt with apart from the formal complaints management process.

##### **Complaints Management Process**

The Manager of each Department of the Council is responsible for handling complaints relevant to that Department.

While most problems can usually be resolved at an early stage, there are times when they require detailed investigation. If a complaint is of a very serious nature, it will be referred to the General Manager.

Irrespective of the manner in which the complaint was received a response to the complaint can be expected within twenty (20) working days. If a Councillor has submitted a complaint on a customer's behalf we will also try to respond to the Councillor within twenty (20) working days.

There are times when it's not possible to meet this deadline, eg. where a complaint is a complex one and Councillors are to be briefed on the outcome of the investigations. In these cases we will endeavour to keep the customer informed of progress.

### **Form of Complaint**

A complaint may be lodged orally (by telephone or at the counter) and may be responded to orally by phoning or by meeting with the Manager of the relevant Department to discuss the complaint.

If the complaint relates to a complex matter or there is no resolution from discussing the matter with the relevant Manager a complaint should be made in writing setting out the complaint as simply as possible.

To assist Council in dealing with a complaint a customer should include the following information if relevant:

- a) date, times and location of events
- b) what happened
- c) to whom the customer has spoken (names, position in the Council and dates)
- d) copies or references to letter or documents relevant to the complaint
- e) state what the customer hopes to achieve as an outcome to the complaint.

### **Internal Review**

Experience has shown that the majority of complaints will be satisfactorily resolved by the relevant Manager. However, a person who is not satisfied with the outcome may request a review of the complaint by the Council's General Manager. A request for a review of the complaint to the General Manager is to be in writing.

The General Manager will inform the customer of the findings on completion of an investigation.

### **Consideration of a Complaint**

In considering a complaint the relevant Manager or the General Manager will:

- Examine and analyse the information already available and follow up points requiring clarification.
- Look at the Council Policies which might have a bearing on the complaint.
- Consider whether or not the Council is at fault;

- Consider any necessary action to be taken to correct the faults identified; and
- Consider a review of the Council's procedures to avoid recurrence of any similar complaint in the future if necessary.

The relevant Manager or the General Manager may enter into informal discussions or mediation on a complaint with a view to resolution.

### **Vexatious Complaints**

All complaints received by Council will be treated with the utmost seriousness however if a complaint is found to be malicious, frivolous or vexatious no further action will be taken on the complaint. The customer will be informed of this decision in writing by the General Manager.

### **Anonymous Complaints**

While we will receive anonymous complaints, we will generally only act on them where the matter is considered to be serious and there is sufficient information in the complaint to enable an investigation to be undertaken.

### **Protection of Customer**

We will take all care to ensure that the reporting of complaints will not result in a customer experiencing any form of victimisation or retribution as a result of the complaint.

### **What if a customer is not satisfied with the resolution of the complaint**

Council is confident that it can resolve the majority of complaints received however, we understand that we may not be able to satisfy every customer on every occasion.

Sometimes Councils have to make difficult and complex decisions involving many people and individual customers do not achieve the outcome they want.

If a complaint remains unresolved or a customer is dissatisfied with our process in dealing with a complaint other avenues remain for the customer to explore which include:

- available Administrative Appeals Process
- the *Judicial Review Act 2000*
- contact external agencies which can review actions and decisions taken by the Council, these include:
  - The Ombudsman who is an officer responsible to Parliament for investigating complaints made about administrative actions (or inactions) of Tasmanian Government Departments, most Statutory Authorities and Local Government. The Ombudsman is located at NAB House, Level 6, 86 Collins Street, Hobart, Postal address is GPO Box 960, Hobart 7001. Ph 1800 001 170 (free call nationally).
  - Local Government Division, Level 5, 15 Murray Street, Hobart (GPO Box 123 HOBART, 7000) Ph. (03) 6232 7022

While a customer is entitled to refer a complaint directly to these Bodies at any time, customers are encouraged to allow the Council to investigate the complaint first.

#### **4.5 HOW YOU CAN CONTACT US**

You can contact us to make an enquiry or a complaint during normal business hours:

- in person by visiting Council's offices at 9 Melbourne Street in Triabunna during the hours of 9.00am to 4.30pm Monday to Friday
- by telephone on 03 6256 4777 during the hours of 9.00am to 4.30pm Monday to Friday. Council provides an After-Hours Emergency Service on the same number.
- By email: [admin@freycinet.tas.gov.au](mailto:admin@freycinet.tas.gov.au)
- By internet at [www.gsbc.tas.gov.au](http://www.gsbc.tas.gov.au)

#### **PERSONAL INFORMATION PROTECTION**

Council has a commitment to protection of Personal Information provided by a customer to Council in accordance with the requirements of the *Federal Privacy Act 1988 and the Personal Information Protection (PIP) Act 2004 (Tas)*. The *Tasmanian PIP* is available on [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

#### **AVAILABILITY**

This *Customer Service Charter* is available:

- For public inspection or collection from the Council office during normal office hours.
- On the Council's website free of charge.

#### **REVIEW**

This *Customer Service Charter* is to be reviewed at least once every two years in accordance with section 339F(4) of the *Local Government Act 1993*.

### **5. IMPLEMENTATION**

The implementation of this policy is the responsibility of the General Manager and will be reviewed every two years.

### **6. DELEGATION**

Not applicable

### **7. RESPONSIBILITY**

The General Manager

### **8. REPORTING**

The departmental managers are to provide a monthly report to Council, which details the number of complaints received for that particular month and year.

## **9. STATUTORY REQUIREMENTS**

*Local Government Act 1993*

*Personal Information Protection Act 2004 (Tas)*

*Privacy Act 1988 (Australian Government)*

*Right to Information Act 2009 (Tas)*

## **10. REFERENCES**

Not applicable

## **11. ATTACHMENTS**

Not applicable

## **7.3 Policy 4.3 – Recognition of Continuous Years of Service**

**Responsible Officer – General Manager, Chris Schroeder**

### **Background**

This policy acknowledges the continuous years of service for Councillors and staff.

It applies to all duly elected Councillors under the provisions of *The Local Government Act 1993* and to Glamorgan Spring Bay Council employees.

The changes to this policy predominantly relate to the recognition of staff service.

### **Budget Implications**

Nil

### **Statutory Implications**

Nil


### **Recommendation**

That the Council adopts Policy 4.3 – Recognition of Continuous Years of Service – Councillors and Staff, version 4 dated 24/09/2019 (as attached).

### **Attachments:**

Draft Policy 4.3 – Recognition of Continuous Years of Service



	<b>POLICY – RECOGNITION OF CONTINUOUS YEARS OF SERVICE - COUNCILLORS &amp; STAFF</b>	<b>Policy 4.3</b>	
		<b>Version 4</b>	<b>Date 24/09/19</b>
<b>Minutes Date:</b>	<b>Approved By : Council</b>  <b>Decision No.</b>	<b>Review Date: As required but no later than 2023</b>	

## 1. OBJECTIVE

The objective of this policy is to acknowledge the continuous years of service for Councillors and staff.

## 2. SCOPE

This policy applies to all duly elected Councillors under the provisions of *The Local Government Act 1993* and to staff members.

## 3. DEFINITIONS

**Certificate of Service** means a framed certificate stating period of service.

**Other Awards** means any other presentation as determined in the schedule below.

**Gift Voucher** means a voucher to the monetary sum listed below from a retail outlet of the employee's choice.

## 4. PROCEDURE

### *Recognition of Staff Service*

That a "Letter of Appreciation from the Mayor" and a gift voucher is to be presented by the Mayor, at the end of year celebration in December, to the staff members who have completed:

1. Five (5) years a certificate of recognition.
2. Ten (10) years of continuous service with the Council (\$100 voucher).
3. Twenty (20) years of continuous service with the Council (\$200 voucher).
4. Thirty (30) years of continuous service with the Council (\$300 voucher).
5. Forty (40) years of continuous service with the Council (\$400 voucher).

### *Councillor Service*

1. That Council provide a Council pin for service for Councillors who have served one or more full terms upon their resignation, retirement or failure to be re-elected to Council.

2. This pin could be presented by the Mayor, at the end of year celebration in December or a suitable alternative to be arranged.

## **5. IMPLEMENTATION**

The policy will be implemented upon the completion of service as above and at the direction of the General Manager.

## **6. DELEGATION**

The General Manager

## **7. RESPONSIBILITY**

The General Manager

## **8. REPORTING**

Council will be notified of any impending awards prior to being presented.

## **9. STATUTORY REQUIREMENTS**

Not applicable

## **10. REFERENCES**

Not applicable

## **11. ATTACHMENTS**

Not applicable

## **7.4 Policy 4.6 – Use of Council Logo**

**Responsible Officer – General Manager, Chris Schroeder**

### **Background**

This policy is to ensure the integrity of the Council logo and control its use.

The policy incorporates use of the logo in all sectors of the community, in media and printed form.

It covers the use of the multi coloured sail logo and teal two tone logo.

### **Budget Implications**

Nil

### **Statutory Implications**


Nil

### **Recommendation**

That the Council adopts Policy 4.6 – Use of Council Logo, version 3 dated 24/09/2019 (as attached).

### **Attachments:**

Draft Policy 4.6 – Use of Council Logo

 GLAMORGAN SPRING BAY COUNCIL	<b>POLICY - USE OF COUNCIL LOGO</b>	<b>4.6</b>	
		<b>Version</b> <b>3</b>	<b>Date</b> <b>24/9/19</b>
<b>Minutes Dated</b>	<b>Approved By : Council</b>  <b>Decision No.</b>	<b>Review Date</b> <b>As required but no</b> <b>later than 2023</b>	

## 1. OBJECTIVE

The objective of this policy is to ensure the integrity of the Council logo and control its use.

## 2. SCOPE

This policy incorporates use of the policy in all sectors of the community and in media and printed form.

## 3. DEFINITIONS

“Council Logo” means the multi coloured sail logo and teal two tone logo which appears on Council property, signage, website and correspondence.

## 4. PROCEDURE

Council will approve the use of Council logo by community, sporting groups and local business subject to written agreement that:

- The logo will be in accordance with its correct format;
- The logo is not to be used so far as to infer endorsement by Glamorgan Spring Bay Council of commercial products or services, unless written permission is specifically given by the General Manager;
- Use of the logo will not reflect negatively on Council or bring it into disrepute;
- Councillors may use the Council logo on correspondence whilst they are current serving Councillors only;
- The logo is not to be used by Councillors on any election material;
- Permission may be withdrawn for non-compliance with the above conditions.
- The multi coloured sail logo should be used for signage, letterhead, business cards and emails.
- The teal, two tone option to be used for official website, certificates or medals.

## **5. IMPLEMENTATION**

This policy is to be implemented following endorsement of Council.

## **6. DELEGATION**

This policy is delegated to the General Manager who is authorised to approve any request and provide written agreement for the use of the logo in accordance with this policy.

## **7. RESPONSIBILITY**

General Manager

## **8. REPORTING**

No reporting requirements are necessary.

## **9. STATUTORY REQUIREMENTS**

Not applicable

## **10. REFERENCES**

Not applicable

## **11. ATTACHMENTS**

Not applicable

## **7.5 Policy 4.7 – Council Owned Vehicles**

**Responsible Officer – General Manager, Chris Schroeder**

### **Background**

An updated Council Owned Vehicles Policy is presented here for Council's consideration. This policy has been reviewed and amended by Council during Council workshop discussions.

The amendments to this policy predominantly relate to the value of vehicles to be purchased.

### **Budget Implications**

Nil

### **Statutory Implications**


Nil

### **Recommendation**

That the Council adopts Policy 4.7 – Council Owned Vehicles, version 3 dated 24/09/2019 (as attached).

### **Attachments:**

Draft Policy 4.7 – Council Owned Vehicles

 GLAMORGAN SPRING BAY COUNCIL	<b>POLICY – COUNCIL OWNED VEHICLES</b>	<b>Policy 4.7</b>	
		<b>Version 3</b>	<b>Date</b>
<b>Minutes Dated</b>	<b>Approved By : Council Decision No.</b>	<b>Review Date As required but no later than 2023</b>	

## 1. OBJECTIVE

To define the use and purchase arrangements for council owned vehicles.

## 2. SCOPE

This policy covers all vehicles owned by Council.

## 3. PROCEDURE

Council presently maintains a fleet of vehicles necessary to meet the administrative and operational requirements of Council.

The provision, maintenance and replacement of the vehicle fleet will be undertaken in an efficient, equitable, fair and transparent manner, whilst considering financial implications.

This objective shall be achieved by:

- The provision of vehicles for private or commuter use by staff to be determined in individual contract negotiations with the General Manager.
- A pooling system which recognises that all vehicles are a Council asset and not the property of individuals or departments ensuring that vehicles are always accessible during business hours when appropriate.

## VEHICLE TYPE

All vehicles purchased by Council will be the most fuel efficient type and configuration suited to the needs of Council and in the future may include the consideration of electric vehicles.

Vehicles will be purchased in accordance with the General Supplies Contract V672 issued by the Tasmanian Government. In choosing the most appropriate vehicle regard shall be had for achieving the best financial outcome for Council. The maximum value of any car will be \$34,000 excluding GST unless endorsed by Council.



Safety features, towing kits and air conditioning may be fitted where they are not standard configurations, if this additional cost is within budget constraints and is required to undertake Council business. In addition bonnet and headlight protectors and floor mats may be included, however no other option, vehicle modifications or attachment of accessories, are to be made to any vehicle unless expressly approved by the General Manager. An approved mobile first aid kit is to be supplied and stored in all Council vehicles.

### **PRIVATE USE**

Any vehicle allocated to an employee with private usage rights is to be brought to work every day whilst the employee concerned is on duty and the vehicle is to be available for inclusion in the Council's car pooling system. Any vehicle allocated to the Mayor is not subject to the car pooling system but could be accessed by prior arrangement with the Mayor, if required.

Any limits or restrictions that relate to the private usage by the employee are to be addressed as a specific condition of employment.

The General Manager may cancel the agreement in the event of any willful or persistent failure to comply with the conditions of use for employees. In addition, the employee may also cancel his/her relevant vehicle agreement by providing one (1) week notice to the General Manager.

The General Manager may permit other private use of vehicles to Council employees which is minor, infrequent and incidental to business use. Requests for such private use must be made in writing to the General Manager giving full details of the use proposed.

### **COMMUTER USE**

Where it is expedient for the efficient operation of Council, for security reasons or for the appropriate resourcing of call out staff, it is appropriate for an employee to be granted commuter use of a vehicle, whereby a vehicle may be allocated to be taken home when not required for Council business.

The employee may utilise the vehicle to and from home via the normal route but any abnormal travel must be authorised by the General Manager prior to such travel being undertaken or in exceptional circumstances as soon as practical thereafter.

If, in the opinion of the General Manager, a vehicle has been abused or neglected by the nominated employee, the take home rights to that and other Council vehicles may be withdrawn for that employee.

Any employee found to be using a council vehicle for unauthorised private use will be subject to disciplinary action under Council's workplace behaviour policies and procedures.

## **SECURITY**

An employee or Councillor who has been allocated a Council vehicle is required to attend to the overnight security of the vehicle and garaging of the vehicle off the road and under cover (if possible) and to otherwise lock the vehicle and ensure the security system, if any, is activated.

## **SERVICING**

All vehicles are to receive servicing in accordance with the manufacturers schedules and this is to be performed by the relevant dealership or unless specified by the dealership, may be performed by a local qualified person. Timing of a vehicle's service requirements is the responsibility of the primary driver.

Under no circumstances are tyres to be allowed to deteriorate below normally accepted levels.

The primary driver is responsible to arrange all servicing in accordance with this policy.

## **CARE & CLEANING**

The primary vehicle driver is responsible for the proper care and cleaning of the vehicle and ensuring that normal running items such as petrol, oil, battery, radiator and tyre pressures are checked at regular intervals.

## **FUEL**

Council will be responsible for the provision of fuel for both business and private travel under private use in individual contracts and for the Mayor's vehicle.

The source of receiving fuel is to be via the fuel card specifically allocated for each vehicle wherever possible. Odometer readings and pin numbers are to be provided at each fuel purchase.

## **LOGOS**

It is mandatory that all vehicles and major items of plant and machinery, display Council's identification logos (emblems) on both sides at all times except when vehicles authorised for private use are being used for private use.

## **USAGE RECORD SHEETS FOR PLANT**

Fortnightly timesheets will include the relevant amount of plant hire to be costed for each vehicle assigned when classified as plant.

## **BREAKDOWN & EMERGENCIES**

Any break downs, faults or other mechanical defects shall be reported to the appropriate Council Manager or in the event of a vehicle used by the Manager or the Mayor reported to the General Manager. Repairs of such defects or faults shall be arranged as soon as possible.

At the discretion of the General Manager a temporary replacement vehicle may be arranged. If a temporary replacement vehicle is not provided, appropriate private use expenditure will be reimbursed.

### **MISUSE OF VEHICLE**

Where damage to a Council vehicle is occasioned through misuse or neglect the cost of the loss or repairs may be required to be reimbursed by the employee. In each case the matter will be determined, in the light of the relevant circumstances, by the General Manager.

Misuse of a vehicle may disqualify an employee from continuing their participation in either the private usage or commuter usage arrangement.

The Council owned vehicle shall not be entered in or driven in any race, rally, competition or other event unless authorised by Council. Council owned vehicles shall not be used for the purposes of teaching or instructing learner drivers, except where initiated by the General Manager for the purpose of obtaining a heavy rigid licence.

### **DRIVING UNDER THE INFLUENCE**

If an accident occurs in a Council vehicle, whereby the driver is at fault and in excess of the prescribed legal alcohol limit, the driver will be responsible for all costs incurred.

### **ELIGIBILITY TO DRIVE COUNCIL VEHICLES**

Any Council employee or Councillor may, if required, drive Council vehicles provided that they have a current unrestricted licence. Provisional drivers, unless specifically authorised, and learner drivers (heavy plant only) are not permitted to drive Council vehicles, without the authorisation of the General Manager.

Private usage vehicles can also be driven by the spouse or partner of the Mayor or Council employee allocated the use of the vehicle.

Commuter use vehicles may only be driven by the nominated driver with the exception of minor use necessary to revise domestic parking arrangements.

### **DRIVERS LICENSE**

All staff and Councillors using Council vehicles shall ensure that their current driver's licence is noted in the Council records for insurance and risk purposes.

It is the responsibility of the staff and Councillors who use Council vehicles to notify the General Manager, if they are disqualified or restricted from driving. In the event the General Manager is disqualified or restricted from driving, he or she shall advise the Mayor.

## **VEHICLE REPLACEMENT**

Vehicles will generally be traded at 60,000 – 80,000 kilometres. Vehicle replacements will be from an agreed provider. Replacement vehicles will be purchased or leased as determined by Council in its annual budget.

## **NON SMOKING**

No smoking is permitted in any Council vehicle and will not be tolerated under any circumstances.

## **PARKING AND TRAFFIC INFRINGEMENTS**

The payment of any parking fines issued to Council on behalf of an employee, or Councillor, will be the responsibility of the driver.

## **EXISTING EMPLOYMENT CONDITIONS**

This policy does not and shall not and nor is it intended to change, alter or override any of the terms and or conditions of the existing employment arrangements or other arrangements currently in place between the Council and any employee of the Council.

## **4. IMPLEMENTATION**

The General Manager

## **5. DELEGATION**

The General Manager

## **6. RESPONSIBILITY**

The General Manager

## **7. REPORTING**

Not applicable

## **8. STATUTORY REQUIREMENTS**

Not applicable

## **9. REFERENCES**

Not applicable

## **10. ATTACHMENTS**

Nil

## **7.6 Policy 4.9 – Volunteer Policy**

**Responsible Officer – General Manager, Chris Schroeder**

### **Background**

Council has thoroughly reviewed the Volunteer Policy.

The amended version of this Policy is presented here for Council's consideration.

### **Budget Implications**

Nil

### **Statutory Implications**


Nil

### **Recommendation**

That the Council adopts Policy 4.9 – Volunteer Policy, version 2 dated 24/09/2019 (as attached).

### **Attachments:**

Draft Policy 4.9 – Volunteer Policy

 GLAMORGAN SPRING BAY COUNCIL	<b>VOLUNTEER POLICY</b>	<b>Policy Number</b> <b>4.9</b>	
		<b>Version</b> <b>2</b>	<b>Date</b> <b>24/9/2019</b>
<b>Agenda Date:</b>	<b>Approved By: Council</b>  <b>Decision No.</b>	<b>As required but no later than 2023</b>	

## 1. OBJECTIVE

The policy aims to assist Glamorgan Spring Bay Council to strengthen community well-being by inspiring, valuing and celebrating volunteering. It provides direction and structure to the way the Council engages volunteers ensuring that the relationship between the Council and its volunteers is clearly defined.

## 2. SCOPE

This policy will provide scope to cover volunteers participating in Council activities and projects. The policy will assist Council in meeting the *National Standards* for best practice in volunteer management. Procedures necessary for policy implementation are outlined in the Procedures for Implementation of Volunteer Policy document. See also the *Volunteer Information Pack* and *Volunteer Coordinator Forms*.

## 3. DEFINITIONS

### Definition of a volunteer

Volunteers are defined as persons who:

- Undertake activities without monetary reward.
- Undertake activities of their own free will.
- Undertake activities of benefit to the community and Council.
- Undertake activities that complement but do not replace the services provided by paid staff.

## **4. VOLUNTEER ROLE, RESPONSIBILITIES AND CONDITIONS**

### **4.1 Why Volunteer?**

- To become more physically, mentally and socially active.
- To help make our community a great place to live and work.
- To enhance and complement the work of Council.
- To foster social inclusion ( that is residents feel valued and respected regardless of their differences)
- To enhance social relations, networks and trust that allow coordination and cooperation (social capital)).
- To allow Council to progress community projects that would otherwise be delayed or remain unfinished due to financial constraints.
- To learn new skills and to teach/share skills
- To meet new people

### **4.2 Rights of Council volunteers**

Volunteers have the right:

- To a plainly written description of their role and a mutual understanding of what it means to be a volunteer.
- To be placed according to their abilities.
- To be given accurate information about the project being undertaken.
- To work within the guidelines of Council's Volunteer Policy and associated Procedures (policy to be provided to volunteers).
- To be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
- To have personal and confidential information dealt with in accordance with the relevant Acts.
- To make a choice about the type of involvement and time committed.
- To be supplied with appropriate training and induction.
- To be supported and supervised.



- To have a designated supervisor to provide volunteers with instructions.
- To be acknowledged as a valued member of the Council volunteer team.
- To regularly receive constructive feedback.
- To be informed and consulted on matters which directly or indirectly affect the volunteer or their work.
- To be informed of their entitlement to out-of-pocket expenses, if applicable.
- To have a working environment that meets all occupational health and safety requirements.
- To be adequately covered by insurance.
- Not to do the work of paid employees during industrial disputes.

#### **4.3 Responsibilities of Council volunteers**

Volunteers have a responsibility:

- To be reliable and punctual.
- To notify their supervisor or activities co-ordinator if unable to attend or perform duties.
- To be accountable and accept constructive feedback.
- To undertake relevant training when necessary to perform designated volunteer tasks.
- To ask for support when needed.
- To carry out agreed duties.
- To respect decisions made by staff.
- To respect confidentiality at all times as defined in Item 4.6.
- To provide truthful and accurate information to Council, fellow volunteers and community members.
- To register with Council and complete and sign any relevant documentation.
- To comply with Council's occupational, health and safety practices to protect Council, themselves, fellow volunteers, staff and clients.

- To comply with Council's policies and procedures, particularly in regard to dangerous and emergency situations.
- To immediately report all incidents, accidents, illnesses and risks to health and safety.
- To notify Council of any potentially hazardous situations or unsafe working conditions.
- To take reasonable care of the health and safety of themselves and others.
- To report any damage to Council or other parties' equipment or possessions.
- To provide parent/guardian consent if the volunteer is under 18 years of age.

#### **4.4 Council rights**

Glamorgan Spring Bay Council has the right:

- To make a decision as to where the volunteer would fit best.
- To expect acceptance of responsibilities as to policies, procedures, confidentiality, reliability and good performance.
- To expect from the volunteer open communication at all times.
- To expect volunteers to perform the given tasks to the best of their ability.
- To expect from all volunteers, respect and courtesy towards others.
- To express concerns about poor volunteer effort in a diplomatic way.
- To release an unsuitable volunteer.

#### **4.5 Council responsibilities**

Glamorgan Spring Bay Council has the responsibility:

- To assess volunteer skills to match tasks with expectations, interest and time commitments.
- To recognise the different roles, rights and responsibilities of volunteers.
- To provide appropriate induction, training and support.
- To provide written job descriptions and procedures for volunteer jobs when appropriate.

- To provide a safe work environment free from discrimination with an environment of mutual respect.
- To ensure volunteers are appropriately registered and have access to insurance cover for Personal Accident and Public Liability (cover arranged by Council's insurers).
- To require volunteers to work under the supervision of staff and/or appointed co-ordinators.
- To address areas of conflict between volunteers and others.
- To ensure volunteers are not used to permanently replace paid staff.
- To respect the confidentiality of both volunteers and customers.
- To formally and informally recognise the contribution of volunteers.

#### **4.6 Confidentiality**

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

Any written and verbal communication that is privileged must be treated as confidential by volunteers. Volunteers are required to read and sign the Glamorgan Spring Bay Council Confidentiality Agreement for Volunteers. If in any doubt as to the confidentiality status of any information, volunteers should seek the guidance of the Council Manager or Project Coordinator responsible for their role.

Any breach of this confidentiality may lead to:

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

#### **4.7 Working with Children and Police Checks**

Council may require the volunteer to undergo the Working with Children Check or relevant Police Checks for certain activities as appropriate. If a Police Check is required, Council will provide the volunteer with a Police Check form and pay for the check to be processed. If the Police Check confirms a criminal record, the relevant Council Manager will assess the suitability of the volunteer for the role in question.

If a volunteer does not consent to a Police Check where required, they will not be eligible to work in this area of Council.

#### **4.8 Insurance**

All registered Council volunteers who have attended an induction session are covered by the Council's insurance policy whilst undertaking approved duties on behalf of Council, unless otherwise arranged (eg. work experience students). Council will maintain appropriate insurance cover for volunteers engaged in Council activities as outlined in their written job description. Council may require volunteers to undergo a medical examination, dependent upon the nature of the volunteers work.

#### **4.9 Driving Council and private vehicles**

Volunteers are generally not permitted to operate Council vehicles as part of their volunteering duties. In the unlikely event that they are required to drive any Council vehicle, the volunteer must provide Council with proof of their current driver's licence.

The driver's licence must be sighted by the appropriate Council Manager or Project Coordinator and a copy taken for Council records. Volunteers must notify Council should the conditions of their licence change for any reason.

Council does not provide insurance for volunteers' private motor vehicles when used for transport to and from volunteer projects or when parked. If using a private vehicle, the volunteer must provide evidence of their motor vehicle comprehensive insurance details by 1 July each year. Volunteers are responsible for any parking or traffic offences and/or fines incurred either in their own vehicle or when driving a Council vehicle.

#### **4.10 Travel allowance**

Council recognises that travel to and from the place of volunteering is a substantial cost to the volunteer. Council will pay a travel allowance to volunteers on the condition that the appropriate Council Manager has pre-authorised this expense.

This travel allowance will be paid upon the production of a completed mileage claim form signed by the Council Manager. Volunteers are to be made aware of travel allowances by the relevant Council Manager/Project Officer.

#### **4.11 Occupational Health and Safety (OH&S)**

Volunteers are entitled to work in an environment that is safe. OH &S requirements will be made clear to volunteers during induction and training. Further OH&S training will be provided as required. Volunteers shall follow all safe work procedures as defined in the Job Risk Assessment or other assessments done by Council staff and seek instruction when required.

#### **4.12 Unsatisfactory performance**

If a volunteer's work is not up to standard, deviates from principles and goals of the service, contravenes the rights and responsibilities of volunteers or places a client, employee or any other person at risk, the appropriate Council Manager will issue a verbal warning. Such warnings are to be placed on file for Council records. If the volunteer's actions cause an immediate and/or significant danger, or harm to others, or is regarded as significantly inappropriate, the volunteer arrangement may be terminated immediately.

#### **4.13 Cessation of volunteering arrangement**

In the case of a volunteer's resignation, all materials, files and equipment are to be returned to Council prior to leaving. Council asks that volunteers intending to resign give as much prior notice as possible to their supervisor.

### **5. IMPLEMENTATION**

The *Procedures for Implementation of Volunteer Policy* document provides guidelines for the correct procedure to implement Council's Volunteer Policy.

### **6. DELEGATION**

General Manager

### **7. RESPONSIBILITY**

Council Managers and/or Project Coordinators will assume responsibility for adherence to this policy.

### **8. REPORTING**

Reporting on the number of volunteers (to be provided in Council's Annual Report).

### **9. STATUTORY REQUIREMENTS**

- *Workers Rehabilitation and Compensation Act 1988*
- *Local Government Act 1993*
- *Workplace Health and Safety Act 1995*
- *Personal Information Protection Act 2004*
- *Anti-Discrimination Act Tasmania 1988*

### **10. REFERENCES**

- *GSBC Volunteer Information Pack*
- *GSBC Procedures for Implementation of Volunteer Policy*

## 7.7 Glamorgan Spring Bay Council - Environmental Health By-Law

Responsible Officer – Manager Development and Compliance, Shane Wells

### **Background**

At its April 2018 meeting Council commenced the process of making a by-law. This was to effectively renew the existing Environmental Health By-Law.

The following outlines the process for making a by-law.

1. Council must pass a resolution by absolute majority of its intention to make the by-law (see s.156(1) of the *Local Government Act* 1993). **Completed.**
2. Council must prepare a regulatory impact statement for the proposed by-law and submit this statement to the Director of Local Government. **Completed.**
3. If the Director of Local Government is content with the regulatory impact statement, Council will be issued with a certificate to that effect. **Completed.**
4. Once Council receives the certificate from the Director of Local Government, the General Manager must give public notice of the proposed by-law. **Completed.**
5. The public notification period must run for at least 21 days and the notices must contain prescribed information (see r.36 of the *Local Government (General) Regulations* 2015). **Completed.**
6. During the public notification period any member of the public may lodge a submission with Council in response to the proposed by-law. **Completed.**
7. Once the public notification period closes, Council must consider each submission and then decide to either:
  - a. alter the proposed by-law; or
  - b. leave the proposed by-law 'as is' and resolve to make the by-law under Council's common seal.
8. If Council alters the proposed by-law and the amendments substantially change the purpose, or the effect on the public, of the proposed by-law then the public notification process must be repeated.



9. Once Council resolves to make the by-law:
  - a. a legal practitioner must certify that the by-law is in accordance with the law; and
  - b. the General Manager must certify that the by-law is in accordance with the *Local Government Act 1993*.
10. Following these certifications the new by-law must be published in the Government Gazette and a sealed copy must be sent to the Director of Local Government.
11. The new by-law will take effect on the date it is published in the Government Gazette unless the by-law specifies that it will come into operation on a later date.

A workshop was held with the Council on 28 August 2018 to present a proposed by-law and make modifications in light of Councillor feedback.

Public consultation occurred on the by-law from 16 January 2019 until 11 February 2019. No submissions were received.

### **Report**

Environmental Health By-Law 1 of 2008 addressed disposal of refuse, maintenance of premise with animals and poultry, caravans, and maintenance on aerated wastewater system.

The attached regulatory impact statement provides a summary of the exhibited by-law provisions. The proposed by-law largely retains the focus of the 2008 with a focus upon ensuring improved outcomes and inclusion of some additional matters, as described in the regulatory impact statement. Additional commentary specifically in relation caravans is provided below, otherwise explanation is provided in the regulatory impact statement.

### **Caravans**

The intent of the by-law provision is to ensure all new caravan licences have a higher regard to design and amenity in addition to the fundamental considerations on environmental health.

Existing licences are to be renewed on an as-is basis but with an opportunity to address some existing issues regarding amenity and impact to neighbours. Some current issues associated with existing licences and fees payable sit outside the scope of the by-law process.

Common complaints regarding caravans include:

Some key comments raised with the 2008 by-law relate to:

- The appearance of some caravans either visible from public spaces or from adjoining residential land;
- Potential devaluing of adjoining private property;
- Use of chemical toilets rather than TasWater mains;
- A disincentive to construction of a permanent holiday home and associated expenditure in the local economy;

- A frustration for those that have spending considerable money on permanent holiday homes whilst others continue 'on the cheap'.

The workshopped by-law included a provision for any decision on a caravan licence to have regard to any adopted Council policy. The Director of Local Government advised that a policy cannot exist outside of a by-law and this clause was removed from the exhibited draft by-law.

In lieu of this, a set of draft guidelines are proposed which are intended to inform and assist applicants for new caravan licences.

<b>Recommendation</b>
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That Council resolves to make a by-law in accordance with the attachment to this report.
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**Attachment:**

DRAFT Glamorgan Spring Bay Council Environmental Health By-Law

## **7.8 Code of Conduct Panel Determination Report**

**Responsible Officer –General Manager, Chris Schroeder**

### **Background**

In accordance with section 28ZK of the *Local Government Act 1993* (the Act) the Code of Conduct Panel has made a determination in relation to a complaint lodged by Ms Anne Held against Councillor Cheryl Arnol.

In accordance with section 28ZK (4) of the Act, Council must ensure that the determination report is tabled at the first meeting of Council at which it is practicable to do so and which is open to the public.

### **Statutory Implications**

As outlined above.

### **Budget Implications**

Nil

### **Recommendation**

1. That Council receives and notes the Determination Report made 4 September 2019 in relation to the complaint by Ms Anne Held against Cllr Cheryl Arnol.
2. That Council notes the Code of Conduct Panel determines that Cllr Arnol breached Part 1 (1) and Part 1 (4) of the Code of Conduct, and dismissed the remainder of the complaint.

**Attachment:** Determination Report, 4 September 2019.

*Local Government Act 1993*

**CODE OF CONDUCT PANEL REPORT  
GLAMORGAN SPRING BAY COUNCIL COUNCILLOR CODE OF CONDUCT**

Complaint brought by Ms Anne Held against Cr Cheryl Arnol

Date of Determination: 4 September 2019

**Code of Conduct Panel:**

Lynn Mason (Chairperson), Liz Gillam (community member with experience in local government), Rob Winter (legal member)

**Summary of the Complaint**

The complaint from Ms Held was submitted to the Executive Officer of the Code of Conduct Panel (the Panel) on 4 May 2019.

The Chairperson of the Panel undertook an initial assessment of the complaint and advised on 12 June 2019 that part of it should be referred for further investigation. The Panel investigated that part of the complaint in accordance with the Code of Conduct (the Code) adopted by Council on 24 May 2016, which was in force at the time of the alleged breaches.

The sections of the Code which Ms Held alleged Cr Arnol breached are:

*PART 1 - Decision making*

1. *A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.*
2. *A councillor must make decisions free from personal bias or prejudgement.*
4. *A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.*

*PART 2 - Conflict of interest*

2. *A councillor must act openly and honestly in the public interest.*

- Section 28ZK (7) of the *Local Government Act 1993* requires that any person who receives a determination report must keep the determination report confidential until the report is included within an item on the agenda for a meeting of the relevant council. Failure to do so may result in a fine of up to 50 penalty units.

3. *A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.*
6. *A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –*
  - (a) *declare the conflict of interest and the nature of the interest before discussion of the matter begins; and*
  - (b) *act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.*

*Part 7 - Relationships with community, councillors, and council employees*

2. *A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.*

The alleged breach of Part 7, clause 2, was dismissed on initial assessment in accordance with s28ZB (1) (b) of the Act, on the grounds that no evidence was provided to support the allegation that Cr Arnol failed to listen to, and respect, the views of other Councillors in Council and committee meetings and other proceedings of the Council; nor was evidence provided to support the allegation that Cr Arnol failed to ensure that issues, not personalities, were the focus of debate.

**The Complaint**

Specifically the complaint alleged:

- That in an email dated 24 April 2018 from Cr Arnol to Ms Irene Duckett, of Ireneinc Planning and Urban Design, Cr Arnol clearly 'states her support for the Cambria Green planning amendment, and offers her support to the proponents going forward.' (The Amendment referred to is an amendment to the Glamorgan Spring Bay Council Planning Scheme (the Planning Scheme)); and
- That Cr Arnol should have declared a conflict of interest in agenda item 3.7 *Planning Scheme Amendment AM2018/03, Cambria Estate* at the ordinary council meeting of 27 November 2018 because of her 'established and comfortable relationship' with Ms Duckett, and therefore should have removed herself from the council chamber during debate and vote on that item; and

- That Cr Arnol's decision on how to vote on Item 3.7 at that meeting was not made solely on the merit of the Section 39 Report provided to Council, and was not made as part of a due planning process; and
- That emails sent by Cr Arnol to Ms Duckett and to the complainant did not demonstrate respect for fellow Councillors or consideration of their views.

### Procedure

The Panel met on 1 July 2019 to consider the complaint and Cr Arnol's response to it. After receiving further material from both Ms Held and Cr Arnol, the Panel determined to conduct a hearing as part of its investigation of the complaint. The hearing was held on 23 August 2019. The Panel agreed to allow both Ms Held and Cr Arnol to have support persons present at the hearing. Evidence at the hearing was given on affirmation, in accordance with s28ZH (4)(a) of the *Local Government Act 1993* (the Act).

At the conclusion of the hearing, both Ms Held and Cr Arnol were asked to make submission on sanction, in the event that the Panel upheld part or all of the complaint. Neither party made submission on sanction.

### Material considered by the Panel:

- Complaint submitted by Ms Held, dated 4 May 2019, 14pp, with attachments:
  - Emails to and from Cr Arnol and Ms Irene Duckett, April 24 -26 2018; and
  - Emails to and from Cr Arnol and Ms Anne Held, 24 July 2018; and
  - Email from Cr Arnol to Ms Anne Held, 26 July 2018.
- Response to the complaint from Cr Arnol, 19 June 2019, 7pp, with attachments:
  - Letter to the editor, Great Oyster Bay News, 12 June 2018, from Cr Arnol, 2 pp; and
  - Annexure B, undated, by Cr Arnol when she held the position of Deputy Mayor, entitled *The Deputy Mayor and that SAP!*, 1pp.
- Response from Ms Held to Cr Arnol's reply, 2 July 2019, 3pp, with attachments:
  - Schematic representation of the process for approving Planning Scheme Amendments; and
  - Planning Authority Statement of Opinion as to the merit of each representation, 13pp; and
  - A list of some of the representations received regarding the proposed Planning Scheme Amendment, 2pp.
- Letter from Cr Arnol to the Panel, 11 July 2019, 2pp;
- Spreadsheet by Cr Arnol, categorizing all 623 representations received by Council in response to the public display of the Specific Area Plan;



- Agendas and Minutes of council meetings of 24 April 2018 and 27 November 2018; and
- Audio recordings of the council meetings of 24 April 2018 and 27 November 2018.

### Determination

The Code of Conduct Panel determines that Cr Arnol breached Part 1(1) and Part 1(4) of the Code of Conduct, and dismisses the remainder of the complaint.

### Reasons for the Determination

Alleged breaches of *PART 1 - Decision making*:

1. *A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.*

The Panel upholds this part of the complaint.

Ms Held stated that prior to the council meeting on 27 November 2018, Cr Arnol had resolved to vote in favour of the Planning Officer's recommendation on Item 3.7, viz:

*That:*

- A. *Council resolves that a copy of the representations be forwarded to the Tasmanian Planning Commission in accordance with Section 39(2)(a) of the Land Use Planning and Approvals Act 1993.*
- B. *Council resolves that the attached report be forwarded to the Tasmanian Planning Commission in accordance with Section 39(2)(b) of the Land Use Planning and Approvals Act 1993 that outlines its opinion of the merits of each representation and the need to modify the amendment pursuant to section 39(2)(b) (i), 39(2)(b) (ii) and 39(2)(c).*

The Panel finds that Cr Arnol failed to bring an open mind to the matter being decided in resolution 129/18. Cr Arnol told the Panel that in her view, the only decision she had to make at the meeting on 27 November 2018 (Item 3.7) was about the process of sending the Section 39 Report and the 623 submissions to the Tasmanian Planning Commission (TPC). She did not believe that she had to decide on the merits of the Report or whether Councillors should provide additional advice to the Commission. Cr Arnol closed her mind to the possibility of other courses of action because she misunderstood her role as a member of the Planning Authority.

Cr Arnol failed to understand that once the process to amend the Planning Scheme was initiated by Council in April 2018, the Council had to send the Section 39 Report and the submissions to the TPC following a period of public display. No Council decision was



required to make this happen. The decision Council was required to make on 27 November 2018 was whether or not to provide any further advice to the TPC as to whether the Amendment should proceed, given the quantity and nature of the representations received. By voting in favour of motion 129/18, Cr Arnol (and other Councillors who voted for the motion) tacitly supported the Amendment with the proposed modifications contained in the Section 39 Report.

This obligation on the part of the Council acting as the Planning Authority was made clear in the Planning Assessment Report provided to Council in its meeting agenda as part of Item 3.7, *Planning Scheme Amendment AM2018/03, Cambria Estate*, which stated:

#### **B. OPTIONS AND IMPLICATIONS**

*The Planning Authority must resolve to make a decision in order to meet its obligations under section 39. That decision can involve the Planning Authority forming any opinion on one or more representations and may receive, note, refute or endorse each or all representations. The Planning Authority may also proposed (sic) any modification to the amendment or outline the type of amendments that it considers appropriate but it does not necessarily need to proposed (sic) particular solutions or outcomes to issues raised. **The Planning Authority may also form a view that the amendment should not be approved.**<sup>1</sup>*

In mitigation, the Panel notes that a number of Councillors failed to address the contents of the Section 39 Report in the debate on motions 128/18 and 129/18, which may indicate that further and ongoing training in acting as a Planning Authority may be necessary for all Councillors. In addition, consideration of a Special Area Plan and the resultant proposed Amendment to the Planning Scheme are rare occurrences for Tasmanian Councils, including Glamorgan Spring Bay, and place additional stress onto elected representatives unaccustomed to dealing with such matters. Finally, the Panel noted that Councillors received the agenda and associated reports within the legislated timeframes, but that the length and complexity of the agenda and reports, coupled with the inexperience of some of the Councillors who were attending their first local government meeting, may have made it desirable to make at least some of the reports available earlier than prescribed.

4. *A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.*

The Panel upholds this part of the complaint. The Panel finds that in her contribution to the debate on Item 3.7, Cr Arnol dwelt primarily on the contents of one of the 623 submissions received, and in particular, dwelt on what she considered to be the offensive and personal nature of that submission. The Panel determines that the

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<sup>1</sup> Panel's emphasis.

nature of this submission was an irrelevant matter which should not have been cited to validate her vote in favour of motion 129/18.

While Cr Arnol had consulted the Council's Planning Officer regarding some of her concerns with the Specific Area Plan before the meeting, the Panel finds that Cr Arnol failed to fulfil her obligation as a member of the Glamorgan Spring Bay Planning Authority by failing to address in debate the merits or otherwise of the Section 39 Report provided to Council.

2. *A councillor must make decisions free from personal bias or prejudice.*

The Panel dismisses this part of the complaint. While Cr Arnol tendered in evidence a spreadsheet she had created to categorise the submissions received, casting some as 'emotive/nimby' and some as 'racist based', her response to the complaint consistently maintained her belief that the only decision she was able to make on Item 3.7 on 27 November 2018, was to send the section 39 Report as tabled, and the submissions received by Council, to the TPC, to allow the Commission to determine the final provisions of the Special Area Plan.

Alleged breaches of *PART 2 - Conflict of interest*:

2. *A councillor must act openly and honestly in the public interest.*

The Panel dismisses this part of the complaint. The Panel accepts that Cr Arnol acted openly and honestly within her understanding of her role, and her belief that it was in the public interest for the Tasmanian Planning Commission to determine the outcome of the proposed Amendment to the Planning Scheme.

3. *A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.*

6. *A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –*
- (a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and*
  - (b) act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.*

The Panel dismisses this part of the complaint. The Panel was not persuaded that Cr Arnol had a conflict of interest in this matter, either actual, perceived, or potential. The complainant considered that an email sent by Cr Arnol to Ms Duckett following the

council meeting held on 24 April 2018 supported her allegation that Cr Arnol had a conflict of interest in Item 3.7 at the meeting of 27 November 2018, because the email 'demonstrates both an established and comfortable relationship, as well as demonstrating support for the application'. The Panel found that an email sent from Cr Arnol to the complainant on 24 July 2018 (tendered as evidence by Ms Held) was similar in style to the email to Ms Duckett, and accepted Cr Arnol's statement that this was her habitual style in emails, and did not disclose an 'established and comfortable relationship' which could result in a conflict of interest.

### **Sanction**

The Panel imposes a caution on Cr Arnol.

### **Right to Review**

Under s28ZJ of the Act, a person aggrieved by the determination of the Panel is entitled to apply to the Magistrates Court (Administrative Appeals Division) for a review of the determination on the ground that the Panel has failed to comply with the rules of natural justice.



Lynn Mason  
(Chairperson)



Liz Gillam  
(Community Member with  
experience in local government)



Rob Winter  
(Legal Member)

## 7.9 Speed Limit Reviews

**Responsible Officer –Manager Works, Tony Pollard**

### **Background**

#### **Cambria Drive – Dolphin Sands**

A local resident of Cambria Drive has requested that the existing speed limit of 80 km/hr along Cambria Drive be reviewed with the possibility it could be reduced down to 60 km/hr for safety reasons.

A copy of the email received by Council is below:

*\*Dear General Manager,*

*Above is a list of residents who support a reduction of the speed limit in Cambria Drive from 80 to 50 or 60 km/hr. It represents 37 households, most of these live here permanently. Not one person disagreed!*

*The general opinion was that 60 km/hr. was appropriate. Many pointed out that the limit was 40km/hr. for the last 3km of Dolphin Sands Road, which is similar to the Cambria Drive circuit.*

*We hope that you would support this change.*

*\*Received from a resident of Cambria Drive*

#### **Tasman Highway - Buckland**

The Tasman Highway through the township of Buckland is a straight section of road, currently signposted at 80 km/hr, that has issues with speeding vehicles. It would be beneficial from a road safety perspective to lodge a submission to the Department of State Growth to review the existing limit.

The submission will recommend Council is supportive of a reduction back to 70 km/hr.

It should be noted, in relation to road safety, that DSG has already approved remarking the existing broken centreline to double white lines between Buckland Woodsdale Road and Crittenden Roads intersection. This notification was received on 21/05/2019 and is expected to be undertaken in the next couple of months.

### **Recommendations**

1. Council submits an application to Department of State Growth requesting the existing 80 km/hr speed limit along Cambria Drive be assessed with a view of reducing the speed limit to 60 km/hr in the interests of public safety.
2. Council submits an application to Department of State Growth requesting the existing 80 km/hr speed limit along the Tasman Highway through Buckland be assessed with a view of reducing the speed limit to 70 km/hr in the interests of public safety.

## **7.10 Eastcoast Regional Development Organisation Inc.**

**Responsible Officer –Manager Community Development, Lona Turvey**

### **Background**

An application has been received from the Eastcoast Regional Development Organisation Inc. (ERDO), seeking financial assistance of \$1,000 under the Community Small Grants Program, to purchase two (2) exterior, waterproof and lockable notice boards with shatter resistant polycarbonate front.

ERDO wishes to purchase the notice boards to be fixed to the Melbourne Street fence of The Village. The boards would contain a brief history of The Village and detail the purpose and function of this community space. Signage promoting forthcoming Village events and workshops with contact details and pictorial highlights of past activities would be displayed.

ERDO believes that by promoting their activities on the street front would encourage more people to become involved and/or visit the galleries, workshops and boat shed.

The fence will need to be strengthened to accommodate the boards. All work will be done with voluntary labour.

The total cost of the notice boards is \$1,086.14 and ERDO will contribute the balance of \$86.14, plus in-kind labour and sundry materials.

Previous recent grants provided to ERDO and users of The Village have been:

- \$1,000 (113/16)
- \$1,000 (102/18)
- \$1,000 (149/19) Spring Bay Community Boat Shed

### **Statutory Implications**

Not applicable

### **Budget Implications**

A total of \$25,000 has been allocated in the budget for the Community Small Grants Program.

### **Recommendation**

That Council considers a grant Eastcoast Regional Development Organisation Inc. to purchase two (2) exterior, waterproof and lockable notice boards with shatter resistant polycarbonate front.





**Slimline Warehouse Display Shops**  
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**Quotation / Pro Forma Tax Invoice**

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sales@slimlinewarehouse.com.au  
www.slimlinewarehouse.com.au

**IMPORTANT:** This Quotation / Pro Forma does not reserve the stock for your order. Stock will not be reserved until full payment has been received. Stock levels fluctuate daily, so to avoid disappointment, please process payments promptly.

Invoice No: 295493				Date: 27 Aug 2019				
Bill To:  Thomas Teniswood Eastcoast Regional Development Org 20 Melbourne Street  Triabunna, TAS 7190				Ship To:				
Customer Purchase Order:				Sales ID: Adrienne Kelly		Terms: Pre-paid		
Qty	B/O	Ship	Item	Description		Unit Price	Disc.	Amount
2	0	0	DY0412A4S	Notice Boards Silver		\$428.00	5%	\$813.20
Sub Total:						\$813.20		
Freight:						\$174.20		
GST:						\$98.74		
Invoice Total:						\$1086.14		
Paid to Date:						\$0.00		
BALANCE DUE:						\$1086.14		

**Payment Methods Accepted:**

- Credit Cards: Visa, Master Card, Amex (Subject to a 3% Surcharge)
- Bank Transfer: National Australia Bank BSB: 083 144 Account No: 113 641 250
- Please quote your invoice no. when transferring the payment**
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- PayPal

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Enclosed bulletin board outdoor has rubber gasket to prevent water seepage  
1080 x 1050mm aluminium frame is weatherproof & mounts in portrait or landscape  
Front hinged door has (2) locks to secure interior & prevent tampering  
Clear lens on door is made from shatter resistant polycarbonate  
940 x 910mm self healing corkboard works with staples & included push-pins  
Hinged front door has rods that allow you to prop door open for poster changes  
Hardware kit is included for mounting frame in portrait or landscape format

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Quantity Reduced Prices  
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25 +:	\$400.18

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## **7.11 Orford Primary School**

**Responsible Officer –Manager Community Development, Lona Turvey**

### **Background**

An application has been received from the Orford Primary School, seeking financial assistance of \$200 under the Community Small Grants Program, to purchase two (2) corflute signs.

The school is planning a “Back to Orford Primary” celebration day to be held on 30<sup>th</sup> November, 2019 to bring together past and present community members to celebrate 150 years since the establishment of the first school at Orford and to open the school’s 20-year time capsule.

To avoid a proliferation of signage, Council has encouraged event organisers to use corflute signs which are placed in the special frames under the Welcome signs at the entrance to each town.

The total cost of the corflute signs is \$200. The Orford Primary School will be covering the costs of all other aspects of the celebration day.

There have been no recent previous grant applications received from the Orford Primary School.

### **Statutory Implications**

Not applicable

### **Budget Implications**

A total of \$25,000 has been allocated in the budget for the Community Small Grants Program.

### **Recommendation**

That Council considers a grant to the Orford Primary School to purchase two corflute signs to promote the “Back to Orford Primary” celebration day.

## **7.12 Swansea Community Christmas**

**Responsible Officer –Manager Community Development, Lona Turvey**

### **Background**

An application has been received from the Swansea Community Christmas Committee, seeking financial assistance of \$500 under the Community Small Grants Program, towards the cost of staging the 2019 Christmas Parade and community festivities in Swansea.

Costs for the event include children's activities, marquee, musicians and associated entertainment and barbecue.

The festivities encourages the local businesses, organisations and residents to embrace the Christmas spirit by providing support for the event in the form of floats for the parade, barbecue and entertainment.

The total cost of the event is estimated to be \$3,500. The committee has also applied to the Bendigo Bank for a grant of \$500.

Previous recent grants provided to the Swansea Community Christmas Committee are:

- \$800 (154/16)
- \$1,000 (140/17)
- \$1,000 (92/18)

### **Statutory Implications**

Not applicable

### **Budget Implications**

A total of \$25,000 has been allocated in the budget for the Community Small Grants Program.

### **Recommendation**

That Council approves a grant to the Swansea Community Christmas Committee towards the staging of the 2019 Christmas Parade and festivities in Swansea.

## **7.13 Swansea Primary School**

**Responsible Officer –Manager Community Development, Lona Turvey**

### **Background**

An application has been received from the Swansea Primary School, seeking financial assistance of \$1,000 under the Community Small Grants Program, towards the cost of purchasing a water fountain for the school.

The Swansea Primary School has been working with Council's Sustainability Officer, Cynthia Maxwell-Smith, and representatives from Waste-Wise Taroona to minimize the school's environmental footprint.

Student representatives have been talking with other school leaders at Youth Council and other events such as the Commissioner for Children and Young People Ambassador Program. They have heard that drinking fountains have been a successful way that other students/schools have reduced their environmental impact. They have been eagerly fundraising to purchase a fountain for their school. These fountains are also a great way to support the school's Eat Well Move Well Policy (Tap into Water Everyday) and the health and wellbeing of the community.

The total cost of the project is \$2,975.00, plus installation. The school is also seeking support from the Great Oyster Bay Community News Giving Program.

Previous recent grants to the Swansea Primary School include:

- \$1000 (22/18)
- \$600 (103/18)

### **Statutory Implications**

Not applicable

### **Budget Implications**

A total of \$25,000 has been allocated in the budget for the Community Small Grants Program.

### **Recommendation**

That Council considers a grant to the Swansea Primary School towards the cost of purchasing a water fountain for the school.



## Price List



UNIT	PRODUCT CODE	DESCRIPTION	PRICE (gst excluded)	UNIT	PRODUCT CODE	DESCRIPTION	PRICE (gst excluded)
	AB127 AB128	Classic aquabubbler 770mm or 870mm with water bottle refill station (non-chilled)	\$1,975		ABS1413 ABS1415	Twin water bottle refill station aquabubbler 1020 mm or 1220 mm tap height with changeable signage spaces – one of each on either side of the unit (non-chilled)	\$2,175
	ABUA137 ABUA138	Universal aquabubbler 770mm or 870mm with water bottle refill station + multi pod DDA Compliant (non-chilled)	\$2,475		AB12D7 AB12D8	Classic aquabubbler 770mm or 870mm with water bottle refill station + dog tap + dog bowl (non-chilled)	\$3,025
	AB2UA147 AB2UA148	Universal 2 aquabubbler 770mm or 870mm with water bottle refill station + 2 multi pods, 2 tap heights DDA Compliant (non-chilled)	\$2,975		AB12MC7 AB12MC8	Classic aquabubbler Combo Colour 770mm or 870mm with water bottle refill station (non-chilled)	\$1,975
	AB2UA147 AB2UA148	Universal 2 aquabubbler 770mm or 870mm with water bottle refill station + 2 multi pods, 2 tap heights DDA Compliant (non-chilled)	\$2,975		AB12I7 AB12I8	Im mould graphic per unit One off setup cost	\$150 \$400

### COLOUR RANGE



## Price List



UNIT	PRODUCT CODE	DESCRIPTION	PRICE (GST excluded)	UNIT	PRODUCT CODE	DESCRIPTION	PRICE (GST excluded)
	TLS 16	Under bench water chiller 3 litre holding tank supplies 16 litres of cold water an hour 48.5cm L x 29cm W x 32cm H	\$975		Water Meter	Water meter and bracket	\$150
	RWC 15	Under bench water chiller 15 litre holding tank supplies 90 litres of cold water an hour 34cm L x 135cm W x 28cm H Under bench water chiller 7.5 litre holding tank supplies 90 litres of cold water an hour 34cm L x 85.5cm W x 28cm H	\$2,175		One Stage Filtration System	One stage filtration system consisting of 1 x housing, 1 x carbon block & sediment filter for taste, chlorine & odour, steel bracket, 8 x stainless steel screws	\$200

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## Move Well Eat Well





### Swansea Primary School Move Well Eat Well Policy

**Aim:** To promote the health and wellbeing of students and the whole of school community by making healthy eating and physical activity a regular part of every day.

**Rationale:** Our school recognises that the whole of school environment can help students develop healthy habits to live, learn, grow and play.


**Relevance:** This policy is relevant to staff and families. Our school recognises that this policy underpins practice. To keep it relevant and current this policy is reviewed every 2 years.

	Policy area	Strategies
HEALTHY EATING AND DRINKING		<ul style="list-style-type: none"> <li>All students are encouraged to drink water throughout the school day, especially during PE.</li> <li>Children can bring 'water only' water bottles to class and PE.</li> <li>Water bottles can be refilled as needed from fresh water fountain in each class room.</li> <li>All classrooms are 'water only' zones. Sweet drinks are not permitted during class time.</li> <li>We find we need a training period for some kinder students, but older ones help reinforce this rule. Our kinder teacher also does "water checks" through the day to encourage them to drink.</li> <li>3 years ago students were given a metal water bottle with their name engraved on it as a community initiative. Some of these are still in use in our school.</li> </ul>
		<ul style="list-style-type: none"> <li>All students are encouraged to eat fruit and vegetables while at school.</li> <li>Classrooms have a daily fruit and vegetable break, just after our daily PE session. Provision of a carrot or an apple is often in staffroom fridge for those who come without. Even better, at certain times of the year students are able to pull a carrot from our school garden.</li> </ul>

Move Well Eat Well Award Program is a state-wide initiative, managed by the Department of Health 2018






## Move Well Eat Well

	<ul style="list-style-type: none"> <li>• Fruit and vegetables are promoted for inclusion in lunchboxes. Our school does this by using MWEW inserts with suggestions for interesting and healthy lunch box ideas in our school news letter.</li> <li>• At the beginning of the year an "Eat a Rainbow" display (resource from MWEW) is created on a window in a central place. This year's display was removed recently when new blinds were installed, but I didn't think to photograph it. I will next year.</li> <li>• Teachers model eating fruit and vegetables as their lunch/snack choices.</li> <li>• With support from Foodbank, the school has Brekky and a Book each Monday. Parents are invited to stay and older children match up with their younger reading buddies to share a book.</li> <li>• Each year we celebrate Harmony Day and students are exposed to the cuisine of other countries.</li> <li>• In our school garden we have peas, broad beans, sweetcorn, tomatoes, parsley and others that the students help grow and often eat raw. We also make juices, dips, soup with our produce. The community is also generous in donating fruit (apples, pears) when in abundance. Our school orchard is still in its infancy.</li> </ul>
	<ul style="list-style-type: none"> <li>• Our school canteen is one day per week and has had the menu assessed by the Tasmanian School Canteen Association and been awarded SILVER.</li> <li>• Staff are encouraged to not use 'sometimes' foods as rewards in class.</li> <li>• 'Sometimes' foods are limited in the wider school environment and the school community is encouraged to limit 'sometimes' foods. One example of our school doing this, is by offering plain popcorn at a circus disco.</li> <li>• BBQ's may be held 2 to 3 times per year and offer vegetarian/ gluten free options, salads and a choice of bread.</li> <li>• Our fund-raising does not involve food.</li> <li>• The community supports healthy eating in our school by donating excess fruit (usually apples and pears) and walnuts in season.</li> </ul>

Move Well Eat Well Award Program is a state-wide initiative, managed by the Department of Health 2018




## Move Well Eat Well

PHYSICAL ACTIVITY, SCREENS AND SITTING	Policy area	Strategies
		<ul style="list-style-type: none"> <li>At Swansea Primary all students participate in daily PE activities for 20 minutes 4 days a week. These activities are run by our Grade 6 and reinforce the skills being learnt during specialist PE lessons.</li> <li>Every student has a weekly 50 minute PE lesson with the aim to build skills and fitness through physical activity. They also receive a weekly 40 minute Health lesson with the aim that they learn how their body works, a great time to spell out the benefits of eating and moving well.</li> <li>The youngest students' weekly PE lesson is 40 minutes, and this is supplemented by a daily 2 hour outside play block for Kindergarten.</li> <li>Being a small country school, team sports are limited, however the school offers an extremely popular Cheerleading program. Beside the physical benefits, this builds self-confidence, resilience, teamwork and trust within the group.</li> <li>We have an annual 2 week Swimming &amp; Water Safety Program in which all students participate.</li> <li>The school also offers a dance and swim squad program at certain times each year.</li> </ul>
		<ul style="list-style-type: none"> <li>At break times no indoor supervision is in place, so all students are sent outside. We allow practice of moves learnt in cheerleading, so may students spend their breaks doing cartwheels.</li> <li>Our school is blessed to have a large grass oval, netball court, swings, playground equipment, a sandpit, access to tennis courts and a well equipped sports shed.</li> <li>Within the sports shed there are balls, skipping ropes, bikes (for younger students), stilts, bats and gardening equipment. The students are able to freely choose and return.</li> <li>A Grade 6 student in 2018 has offered "Dance Club " to younger ones.</li> </ul>
		<ul style="list-style-type: none"> <li>All students are encouraged to participate in an age-appropriate activity at least once a term, that promotes walking or riding, either to school or other places.</li> <li>We participate in National Ride2school Day and organise a walking school bus for those without a bike.</li> </ul>

Move Well Eat Well Award Program is a state-wide initiative, managed by the Department of Health 2018



## Move Well Eat Well

		<ul style="list-style-type: none"> <li>• We also participate in the annual Walk Safely To School Day.</li> <li>• Secure storage for bikes and scooters is available.</li> <li>• Every 2-3 years we have offered Bike Education and in the other years our local Policeman will come in to talk about bike safety.</li> <li>• As a school we walk to local community centres e.g. May Shaw Centre for the elderly in our book week costumes and the local museum.</li> </ul>
HEALTHY SCHOOL		<p>CURRICULUM</p> <ul style="list-style-type: none"> <li>• A health and wellbeing curriculum is delivered to all year levels K – 6, which includes explicit teaching about healthy eating and the benefits of physical activity.</li> </ul>
		<p>FAMILIES</p> <ul style="list-style-type: none"> <li>• Our families and new staff are informed about this policy and are provided with regular information to support physical activity and healthy eating.</li> <li>• At the beginning of the school year families are reminded that we are a "Water Only" school through our newsletter (kinders sometimes need a little time to learn this.)</li> </ul>

School Principal name:	School Association President name:
Signature:	Signature:
Date:	Date:

Move Well Eat Well Award Program is a state-wide initiative, managed by the Department of Health 2018

## 7.14 Prosser Plains Raw Water Scheme (PPRWS)

Responsible Officer –General Manager, Chris Schroeder

### Background

At the January 2017 Ordinary Meeting, Council considered the (General Manager's) Officers' Report with respect to the **Tea Tree Rivulet Dam Approval and Construction (including approval of borrowing/budget amendments)**.

This Report included the *Prosser Plains Raw Water Scheme DRAFT Business Plan* that described the PPRWS as a business to be owned by Council (and operated on the farming property named "Twamley Farm") entailing the design, construction, maintenance and storage (by way of a dam) and delivery of up to 3,000mgl of fresh raw water per annum.

At the January 2017 Ordinary Meeting, Council then resolved the following:

Decision: 13/17

- (1) That Council by absolute majority authorises the General Manager to draw down in total \$4.5million of the approved treasury borrowings for the purpose of designing, engineering and construction of the dam on Tea Tree Rivulet as specified in the "Prosser Plains Raw Water Scheme". These borrowings will be in lots of \$1million as required to save interest costs.
- (2) That Council notes that if the dam does not proceed for any reason that the loan funds be repaid ASAP and all costs incurred by the Council be recovered from Tassal Operations as detailed in their letter and the MOU.
- (3) That Council authorities by absolute majority that the General Manager sign the MOU on behalf of Council.
- (4) That Council by absolute majority adjusts the 2016/2017 budget accordingly if adjustments are required and includes estimated project costs in its 2017/2018 budget.

The MOU subsequently entered between Council and Tassal (referred to in the above Decision 13/17) described the water scheme as consisting of;

- a. A 3,000ML water storage dam located on Tee (sic) Tree Creek on the property owned by the Turvey family;
- b. A pumping station on the Prosser River which extracts fresh water (released from the Tea Tree Creek dam) or alternate extraction site and routes depending on cost;
- c. A pipeline which carries water to the proposed Golf Club storage dam, and to Louisville Point foreshore – from which point Tassal plans to build an undersea pipeline to convey the water direct to the Okehampton Bay fin-fish lease.

The MOU described Council's responsibilities as including;

- a. To scope, get approval for, design, construct and commission, the water supply scheme;
- b. Developing a commercial agreement with Tassal for the provision of water from the scheme on a user pays basis in the long term and a cost recovery basis in the short term.

The MOU stated that the signing of the MOU was not a formal undertaking and that it implied that the signatories will strive to reach the objectives stated in the MOU to the best of their ability. Tassal also provided 2 letters of commitment (one dated 19 January 2017 and one dated 22 February 2018) which stated that, subject to the execution of binding commercial agreements between Tassal and Council and agreement as to expenditure, Tassal would reimburse Council's costs if the PPRWS did not proceed.

At the February 2018 Ordinary Meeting, Council considered the (General Manager's) Officers' Report with respect to the **Approval of borrowing budget amendments, pipeline approvals and construction.**

This Report provided an update that included;

- that since the January 2017 resolution a new water source (being an existing source) had been identified and incorporated into the original concept. As the water source was existing the PPRWS could then proceed with the completion of the pipeline supply of water to Solis, Tassal, TasWater and to the minor usage farmers.
- that the (then) current form of the PPRWS proposal was slightly different to the first proposal in that:
  - Council will own and operate all related infrastructure.
  - The pipelines, incorporating the project from the Prosser River to Okehampton Bay, will become one project and be owned and operated by Council.
  - The pipelines are the first stage of the project and will provide Solis with the water required in October 2019 and Tassal with fresh bathing water for their fish. Tassal will underwrite the project as they have done previously with more customers to come online to share the burden.
  - The dam will be stage 2 of the project and once commissioned will give access to over 6,000ML of water between the two systems.
  - The dam site was presently waiting approval from the federal government (no timelines could be placed on this) and will be considered when approval is given, and the business case completed to include updated costs and variations.
  - A request that, of the State Treasury approved borrowing of up to \$6million in the 2017/2018 year, that \$5million of these be drawn down in stages for the engineering design and construction of the pipeline from the Prosser River to Okehampton Bay.

At the February 2018 Ordinary Meeting, Council resolved the following:

Decision: 20/18

- (1) That Council authorise the General Manager to proceed with Stage 1 of the Prosser Plains Raw Water Scheme (construction of pipelines from Prosser River to Okehampton Bay) using funding previously authorised by Council (ref: decision 13/17) including the increase in borrowings to \$5million.
- (2) That Council authorises the General Manager to enter into a formal agreement with Tassal for the delivery of raw water to Okehampton Bay on a full cost recovery basis as detailed in the attached summary of costs on the pipelines.

Council then, in February 2019, entered into the Water Supply Agreement Prosser Plains Raw Water Scheme (**WSA**) with Tassal.

Under the WSA Council was obliged to commission Stage 1 of the PPRWS on or before 1 September 2019.

The WSA does not contain any obligation for Council to proceed with Stage 2 (being the dam construction or any dam construction).

### **Current Status**

The Stage 1 (Prosser River to Okehampton Bay pipelines) PPRWS works (as required by the WSA) have not yet been completed and commissioning of the Stage 1 works is anticipated to occur by 31 January 2020.

Council had the capacity to borrow \$4M from State Treasury and a federal grant of \$2.3million for the PPRWS was approved. These funds have been allocated for the Stage 1 works.

Council has received a recent forecast that indicates that the Stage 1 works may cost an additional \$600,000 to finish. Council have reached the State Treasury safe borrowing limits during the construction of the Stage 1 works and have no further Council funds (cash reserves) left for the completion of the Stage 1 works.

Council has commenced negotiations with Tassal to resolve the lack of funds for the completion of the Stage 1 works and has requested that Tassal pay the additional \$600,000 required to complete the Stage 1 works.

Therefore it would not be financially responsible for Council to undertake the Stage 2 (Twamley dam works). As Council has not entered into any agreement that obliges it to undertake the Stage 2 works, it is recommended that Council resolve to not proceed with any aspect of the Stage 2 works.

### **Recommendation**

- (1) That Council resolves that it will not proceed with the Stage 2 PPRWS works, which includes the Twamley Dam and/or the construction or inclusion of any other additional dams into the PPRWS.
- (2) That, in accordance with resolution (1) above, that no further work, including any investigative work, be undertaken by Council with respect to the Stage 2 PPRWS works.

### **Attachments:**

1. *Prosser Plains Raw Water Scheme DRAFT Business Plan*
2. MOU between Tassal and Council
3. Tassal letter of commitment 19 January 2017
4. Tassal letter of commitment 22 February 2018



## 8. Notices of Motion

### 8.1 Prosser River Mouth Master Plan Advisory Group

**Author – Deputy Mayor Jenny Woods**

This motion relates to amendments to the Terms of Reference (ToR) for the Prosser River Mouth Master Plan Advisory Group, a Section 24 Special Committee of Council.

Given that the timeframe has passed for Point 4 of a previous motion (Decision 105/19 as documented in the May 2019 minutes of Council's Ordinary Meeting) a time frame extension is required.

**Point 4**

*That the Prosser River Mouth Master Plan - Advisory Group will remain in place until such time as it has fulfilled the objectives contained in the Terms of Reference. It is expected that the proposed Master Plan with associated options will be presented to Council within four months of the Group being formed; at which time the Working Group will be disbanded.*

#### **Motion**

That Council amends the Terms of Reference for the Prosser River Mouth Master Plan as follows:

#### **1. Term**

The Advisory Group will remain in place until such time as it has provided Council with a draft master plan. It is expected that the proposed master plan, with associated options will be presented to Council with in four (4) months from the time of the first meeting.

#### **2. Meetings**

A meeting quorum will be half the number of total members of the group.

Meeting agendas and minutes will be provided by a nominated Council officer, this includes

- Preparing agendas and supporting papers
- Preparing meeting notes and information

Meetings will be held as required and determined by the committee.

#### **3. References**

That the Prosser River Entrance Stabilisation Project Planning Report be added to the references.



## 9. Miscellaneous Correspondence

### 9.1 Letter: Cat Management Amendment Bill 2019

Department of Primary Industries, Parks, Water and Environment  
BIOSECURITY TASMANIA

Hobart GPO Box 44, Hobart TAS 7001  
Launceston PO Box 46, Kings Meadows TAS 7249  
Devonport PO Box 303, Devonport TAS 7310  
Ph 1300 368 550  
www.dpipwe.tas.gov.au



Mr Chris Schroeder  
Glamorgan Spring Bay Council  
PO Box 6  
TRIABUNNA TAS 7190



Dear Mr Schroeder,

A final exposure draft of the Cat Management Amendment Bill 2019 has been released for public comment.

The draft Amendment Bill is the outcome of an extensive and ongoing consultation that commenced as part of developing the *Tasmanian Cat Management Plan 2017-2022* (the Plan). The Tasmanian Cat Management Plan represents the first comprehensive and collaborative approach to managing cats in Tasmania.

The Plan documents a number of regulatory changes identified as necessary to facilitate improved cat management in Tasmania. The draft Amendment Bill contains the legislative amendments to the *Cat Management Act 2009* based on the Plan, including:

- Compulsory desexing of owned cats by the age of four months (12 month transition period);
- compulsory microchipping of cats by the age of four months (12 month transition period);
- limiting to four, the maximum number of cats allowed at a property without a permit (12 month transition period);
- increased measures to protect private land from roaming, stray and feral cats;
- changing the option for cat breeders to be registered with the State Government to a permit system (12 month transition period);
- removing the option of a Care Agreement;
- commencing Section 24 of the Act that requires a cat to be microchipped and desexed before being released from a cat management facility.





Regional cat management working groups have been established as part of the statewide Cat Management Coordination Project, and local government has been a participant in those working groups. Cat management is an important issue for the different levels of government in Tasmania, and feedback from local government on these amendments will be key to ensuring that the Act is able to support responsible cat ownership and reduce the impacts of cats on agriculture and the environment.

The draft Amendment Bill, a summary of the amendments, frequently asked questions and a feedback form are available on the DPIPWE website using the green 'Have Your Say' tab.

Submissions may be lodged either by:

**Email:** [catmanagementact@dpiipwe.tas.gov.au](mailto:catmanagementact@dpiipwe.tas.gov.au); or

**Mail:** Office of the General Manager  
Biosecurity Tasmania  
Department of Primary Industries, Parks, Water and Environment  
GPO Box 44  
Hobart TAS 7001

**The public submission period is open until 5.00 pm on 4 October 2019.**

Yours sincerely,

Rae Burrows  
**A/ GENERAL MANAGER**  
**Biosecurity Tasmania**

## 9. Motion Tracking Document

*Last updated 18/09/2019*

<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 2014	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
24 <sup>th</sup> January 2017	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
27 <sup>th</sup> February 2018	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 2018	7.3	50/18	Kerbside Vendors Policy	MDC	Council to workshop new policy based on community consultation in August 2019.	In Progress
24 <sup>th</sup> April 2018	7.4	51/18	By-Law Review/Renewal	MDC	Council has commenced review of the draft By-Law (Workshop June 11 2019) and will bring back to a workshop after further review by the Mayor.	In Progress

**Action Officer codes:** MW = Manager Works, MDC = Manager Development & Compliance, 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>
23 <sup>rd</sup> October 2018	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. To be presented at Council Workshop 27/8/19.	In Progress
27 <sup>th</sup> November 2018	7.9	140/18	Dolphin Sands Ratepayers' Association Grant Submission	MCD	Deferred to a workshop	In Progress
11 <sup>th</sup> December 2018	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 on Council Agenda August 2019.	Complete
26 <sup>th</sup> February 2019	7.6	39/19	Staff Resourcing Land Use Planning: Benchmark Report	MDC	Issue to be workshopped by Council.	In Progress
26 <sup>th</sup> February 2019	8.1	41/19	Notice of Motion: Increase Time for Agenda to Councillors from 4 days to 7 days (Clr Churchill)	GM	Item deferred to a workshop in light of report on staff resourcing in Planning.	In Progress
26 <sup>th</sup> March 2019	7.3	66/19	Renaming of Esplanades	MDC	Council to consult with affected residents	In Progress
26 <sup>th</sup> March 2019	7.5	68/19	Fast Charging for Electric Vehicles in GSB	MNRM	In principle agreement to fast charging station in Swansea and calls for EOI for a partner to install a fast charger at a Council site.	In Progress
30 <sup>th</sup> April 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In Progress
30 <sup>th</sup> April 2019	6.2	85/19	EPIRB and Expired Flare Collection Points	MW/MBMI	Report to Council on August 2019 agenda for decision.	Complete
25 <sup>th</sup> June 2019	7.4	118/19	Dolphin Sands Ratepayers Association – Small Grant Submission	MCD	Grant not approved. Motion moved that DSRA are invited to meet with Council to discuss concept of walking/cycling bridge over the Meredith River Mouth. Schedule for October 8 in Swansea.	In Progress

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<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> August 2019	7.1	138/19	Maria Island Re-Discovered Project – Steering Committee	GM	Clr Rob Churchill appointed as Council's representative on the Steering Committee	Complete
27 <sup>th</sup> August 2019	7.2	140/19	Seaweed Odours Swansea – An Issues Paper	GM	Council to appoint "suitably qualified technician" to prepare a scoping report. Brief to be provided to Council at a workshop.	In Progress
27 <sup>th</sup> August 2019	7.3	141/19	Policy – Planning and Building Fees	GM	Endorsed by Council and provided on Council's website.	Complete
27 <sup>th</sup> August 2019	7.4	143/19	Petition – Proposed Tip/Recycle Shop Swansea	GM	Petition and concerns received and noted by Council.	Complete
27 <sup>th</sup> August 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report. Letter to Minister for Infrastructure Re: Priority works for Tasman Hwy.	In Progress
27 <sup>th</sup> August 2019	7.6	145/19	Street Naming – Spring Beach Rise	MDC	Approved by Council and sent to the Nomenclature Board.	Complete
27 <sup>th</sup> August 2019	7.7	146/19	Waste Management – Expired Flare Disposal	MW	Collection points will not be established at Council's waste transfer stations.	Complete
27 <sup>th</sup> August 2019	7.8	147/19	Council Representation on Waste Strategy South and the Regional Climate Change Initiative	MNRM	Clr Browning appointed to WSS. Manager Works a staff rep on WSS. Manager NRM rep for RCCI.	Complete
27 <sup>th</sup> August 2019	7.9	148/19	Buckland Cricket Club	MCD	Grant of \$1000 approved and disbursed.	Complete
27 <sup>th</sup> August 2019	7.10	149/19	Spring Bay Community Boat Shed – Work Boats Refurbishment	MCD	Grant of \$1000 approved and disbursed.	Complete
27 <sup>th</sup> August 2019	7.11	150/19	Freycinet Challenge	MCD	Grant of \$2,000 approved and disbursed.	Complete
27 <sup>th</sup> August 2019	7.12	152/19	Freycinet Peninsula Master Plan – June 2019	GM	Plan received by Council.	Complete

**Action Officer codes:** MW = Manager Works, MDC = Manager Development & Compliance, 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

### Councillor Cheryl Arnol

*I have a question to you Mayor. I received a letter from unnamed concerned ratepayers regarding a potential breach of Section 339 of the Act by the Mayor, in that you used information in relation to Council activities at your disposal to rent your private Airbnb to Acting General Managers. The concerned ratepayer's letter has suggested that there are other accommodation businesses that would have appreciated the opportunity to provide several weeks of consistent income at this time of the year.*

*Mayor did you breach Section 339 of the Act by using information available to you by using accommodation for Acting General Managers, thereby gaining advantage for yourself and a family member in providing your Airbnb for several weeks at a significantly reduced rate without offering the opportunity to quote for the service to other accommodation providers?*

### Response from Mayor Wisby (Taken on Notice)

*I have a good knowledge of the Local Government Act and keep this in mind when making any decisions in relation to Council matters. In my opinion my decision was not contrary to S339.*

*At the conclusion of the Ordinary Council Meeting on the 27th of August 2019, Deputy Mayor Woods advised me that she had already lodged the said anonymous letter with the Director of Local Government to obtain his view on the allegation.*

*I am disappointed that Deputy Mayor Woods and Councillor Arnol did not advise me of the existence of an anonymous letter making accusations about me prior to the 27th of August 2019.*

*Over the past two months all Councillors were made aware of the accommodation arrangements and were provided copies of invoices related to the matter. This gave every Councillor an opportunity to raise any concerns they had however the only feedback received was positive, particularly in relation to the low rate charged of \$300 per week for a fully furnished home inclusive of cleaning/laundry.*

## 11. Close

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

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

Date:

Mayor Debbie Wisby

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