



GLAMORGAN SPRING BAY
COUNCIL

Minutes of Meeting

For the Ordinary
Meeting of Council
held **via remote
video conference.**

28 April 2020



NOTICE OF ORDINARY MEETING

Notice is hereby given that the next ordinary meeting of the Glamorgan Spring Bay Council will be held on Tuesday 28 April 2020 commencing at 2.00pm.

Please note in response to COVID-19 social gathering regulations, the meeting will be held remotely via video conference. Members of the public will be unable to attend the meeting.

Dated this Thursday 23 April, 2020

**Marissa Walters
ACTING 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.***

**Marissa Walters
ACTING GENERAL MANAGER**



Table of Contents

AUDIO/VIDEO RECORDING OF ORDINARY MEETINGS OF COUNCIL	5
1. OPENING	5
1.1 ACKNOWLEDGEMENT OF COUNTRY	5
1.2 PRESENT AND APOLOGIES	5
1.3 IN ATTENDANCE	5
1.4 LATE REPORT ITEMS	6
1.5 VALE – BERTRAND CADART	8
1.6 DECLARATION OF INTEREST OR CONFLICT.....	8
2. CONFIRMATION OF MINUTES	9
2.1 ORDINARY MEETING OF COUNCIL – MARCH 24, 2020	9
2.2 SPECIAL MEETING OF COUNCIL – APRIL 9, 2020	9
2.3 DATE AND PURPOSE OF WORKSHOP/S HELD.....	10
3. PLANNING AUTHORITY SECTION	12
3.1 DEVELOPMENT APPLICATION 2020 / 007	13
3.2 DEVELOPMENT APPLICATION 2019 / 345	24
4. PUBLIC QUESTION TIME	47
4.1 QUESTIONS WITHOUT NOTICE	47
4.2 QUESTIONS ON NOTICE	49
4.3 RESPONSE TO QUESTIONS TAKEN ON NOTICE FROM ORDINARY COUNCIL MEETING 24 MARCH 2020	51
5. INFORMATION REPORTS.....	55
5.1 ACTING GENERAL MANAGER	55
5.2 WORKS & INFRASTRUCTURE.....	72
5.3 ACTING MANAGER DEVELOPMENT & COMPLIANCE – MR. ADRIAN O’LEARY.....	80
5.4 MANAGER COMMUNITY DEVELOPMENT – MRS. LONA TURVEY	83
5.5 MANAGER BUILDINGS & MARINE INFRASTRUCTURE – MR. ADRIAN O’LEARY	86
5.6 MANAGER NATURAL RESOURCE MANAGEMENT, MS MELANIE KELLY	90
6. SECTION 24 COMMITTEES	94
6.1 STATEMENT OF EXPECTATIONS COMMITTEE	94
6.2 STATEMENT OF EXPECTATIONS COMMITTEE UNCONFIRMED MEETING MINUTES – 16 MARCH 2020	95
7. OFFICERS’ REPORTS REQUIRING A DECISION	99
7.1 REQUEST FOR LETTER OF SUPPORT – SWANSEA COURTHOUSE MANAGEMENT COMMITTEE INC.	99



7.2	REQUEST FOR LETTER OF SUPPORT – ORFORD BOWLS CLUB	102
7.3	RECRUITMENT POLICY	105
7.4	CORPORATE CREDIT CARD POLICY	106
7.5	FRAUD CONTROL POLICY	107
7.6	ASSET MANAGEMENT POLICY	108
7.7	RATE RELIEF FOR RELIGIOUS ORGANISATIONS POLICY	110
7.8	RATE RELIEF FOR COMMUNITY GROUPS POLICY	111
7.9	FINANCIAL HARDSHIP ASSISTANCE MODEL POLICY	112
7.10	DRAFT GSBC PANDEMIC RESPONSE PLAN.....	112
7.11	GLAMORGAN SPRING BAY COUNCIL REMOTE MEETING GUIDE	114
7.12	COUNCIL MEETINGS – AUDIO VISUAL RECORDING AND LIVE STREAMING POLICY	116
7.13	MINUTES OF AUDIT PANEL MEETING – 17 MARCH 2020	118
7.14	AUDIT CHARTER.....	119
7.15	BUCKLAND CRICKET CLUB	120
7.16	LATE REPORT ITEM – REVIEW OF USE OF COUNCIL’S COMMON SEAL POLICY	123
7.17	LATE REPORT ITEM – 0% RATES INCREASE 2020/21	129
8.	NOTICES OF MOTION.....	131
9.	PETITIONS.....	132
10.	MOTION TRACKING DOCUMENT	133
11.	QUESTIONS WITHOUT NOTICE.....	152
12.	CONFIDENTIAL ITEMS (CLOSED SESSION)	152
13.	CLOSE	153

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.

In response to COVID-19 social gathering regulations, this meeting will be held remotely via video conference. Where possible a live stream of the meeting will be made available.

A recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

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

1. Opening

The Mayor welcomed Councillors and staff and declare the meeting open at 2:07pm.

The Mayor welcomed Mrs Marissa Walters as Council's Acting General Manager and on behalf of Council thanked Mrs Walters for taking on this role and her commitment to the Council and the region.

The Mayor took the opportunity to thank Mr Ian Pearce for his time as Acting General Manager and wished him good health and enjoyment in his retirement.

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

Mayor Debbie Wisby (Council chambers)

The following Councillors were present and participated via remote video conferencing:

Deputy Mayor Jenny Woods
Clr Cheryl Arnol
Clr Keith Breheny
Clr Annie Browning
Clr Rob Churchill
Clr Grant Robinson
Clr Michael Symons

1.3 In Attendance

Mrs Marissa Walters, Acting General Manager (via remote video conferencing)
Ms Josie Higgins, Executive Officer (Council Chambers)
Ms Robyn Bevilacqua, Graduate Planner (via remote video conferencing)

1.4 Late Report Items

Late Report Item - Review of Use of Council's Common Seal Policy

Responsible Officer – Acting General Manager

This report is submitted to Council as a late report item in accordance with regulation 8(6) (a), (b) & (c) of the Local Government (Meeting Procedures) Regulations 2015.

The report was not included in the agenda as the oversight in respect to the Policy was not picked up until after the Agenda for the meeting had been finalised and circulated. It is considered urgent as the current policy does not provide for the General Manager to use the common seal to execute final plans and other documents for planning permits that were approved under delegation.

Qualified advice has been obtained from Council's Contract Planner, Mr Purves in accordance with section 65 of the Local Government Act.

Recommendation

That Council accepts a late agenda item to consider the review of Use of Council's Common Seal Policy as item 7.16 on the Agenda for the ordinary Council meeting of 28 April 2020.

Decision 115/20

Moved Deputy Mayor Jenny Woods seconded Cllr Keith Breheny that Council accepts a late agenda item to consider the review of Use of Council's Common Seal Policy as item 7.16 on the Agenda for the ordinary Council meeting of 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

Late Item Report – 0% Rates Increase 2020/21

Responsible Officer – Acting General Manager

This report is submitted to Council as a late report item in accordance with regulation 8(6) (a), (b) & (c) of the Local Government (Meeting Procedures) Regulations 2015.

The report was not included in the agenda as the matter was discussed at the Council workshop held on the 23 April 2020 after the agenda had been finalised and circulated.

The matter is considered to be urgent in order for Council to provide some certainty to ratepayers in these challenging and unprecedented times.

Qualified advice by the Acting General Manager has been provided in accordance with Section 65 of the Local Government Act. This report has also taken into consideration State wide discussions between Councils, LGAT and the State Government.

Recommendation

That Council accepts a late agenda item to consider a 0% general rate for the 2020/21 financial year as item 7.17 on the Agenda for the ordinary Council meeting of 28 April 2020.

Decision 116/20

Moved Cllr Rob Churchill, seconded Cllr Cheryl Arnol that Council accepts a late agenda item to consider a 0% increase on the general rate for the 2020/21 financial year as item 7.17 on the Agenda for the ordinary Council meeting of 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

1.5 Vale – Bertrand Cadart

Bertrand passed away on the 10 April 2020. Bertrand was a Councillor and Mayor at Glamorgan Spring Bay Council. Council sends their condolences to Bertrand's family and friends.

At the request of the Mayor, Councillors and the Mayor stood for one minute to pay their respects to Bertrand.

Vale Bertrand.

1.6 Declaration of Interest or Conflict

The Mayor requests Elected Members to indicate whether they have:

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

in any item included in the Agenda.

Clr Keith Breheny declared an interest in report item 7.1.

Clr Breheny requested that a declaration of interest form be forwarded to himself by the Acting General Manager.

2. Confirmation of Minutes

2.1 Ordinary Meeting of Council – March 24, 2020

Recommendation

That the Minutes of the Ordinary Meeting of Council held Tuesday 24 March 2020 at 2.00pm be confirmed as a true and correct record.

Decision 117/20

Moved Cllr Annie Browning, seconded Cllr Grant Robinson that the Minutes of the Ordinary Meeting of Council held Tuesday 24 March 2020 at 2.00pm be confirmed as a true and correct record.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

2.2 Special Meeting of Council – April 9, 2020

Recommendation

That the Minutes of the Special Meeting of Council held Thursday 9 April 2020 at 2.00pm be confirmed as a true and correct record.

Decision 118/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Cheryl Arnol that the Minutes of the Special Meeting of Council held Thursday 9 April 2020 at 2.00pm be confirmed as a true and correct record.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

2.3 Date and Purpose of Workshop/s Held

Thursday 19 March 2020

In accordance with the requirements of regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 1.00pm to 4.00pm on Thursday 19 March 2020 at the Council Chambers.

Present:

Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Rob Churchill, Cllr Keith Breheny, Cllr Annie Browning, Cllr Grant Robinson, Cllr Cheryl Arnol (remote attendance)

Apologies:

Cllr Michael Symons

In Attendance:

Mr Chris Schroeder (General Manager) (Part Meeting)
Ms Jennifer Roya (Senior Finance Officer) (remote attendance)
Ms Marissa Walters (Contract Accountant)

Agenda

- 2019-2020 Budget Review

Tuesday 21 April 2020

In accordance with the requirements of regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held remotely via video conferencing from 1.30pm to 4.00pm on Tuesday 21 April 2020.

Present:

Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Rob Churchill, Cllr Keith Breheny, Cllr Annie Browning, Cllr Grant Robinson, Cllr Cheryl Arnol

Apologies:

Cllr Michael Symons

In Attendance:

Mrs Marissa Walters (Acting General Manager)

Agenda

- Verbal Update – Provision of budget allocation to SERDA
- Draft GSBC Recruitment Policy
- Draft Pandemic Plan
- Discussion – State Government Relief to Local Government
- Rate Relief Policies (Rates Relief for Religious Organisations Policy and Rates Relief for Community Groups Policy)
- Other Policies (Audit Panel Charter, Corporate Credit Card Policy, Fraud Control Policy & Asset Management Policy.
- Draft GSBC Remote Meeting Guide
- Councillor Discussion

Recommendation

That Council notes the information.

Decision 119/20

Moved Cllr Keith Breheny, seconded Cllr Annie Browning that Council notes the information.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

3. PLANNING AUTHORITY SECTION

Under Regulation 25 of *Local Government (Meeting Procedures) Regulations 2015* the Chairperson declared 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.

Recommendation

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

Decision 120/20

Moved Cllr Michael Symons, seconded Deputy Mayor Jenny Woods that Council now acts as a Planning Authority at 2.20pm.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

3.1 Development Application 2020 / 007

52 Old Spring Bay Road, Swansea

Title reference	CT 142063 / 6
Proposal	Change of Use to Visitor Accommodation
Applicant	Ireneinc
Application Date	10 January 2020
Statutory Date	30 April 2020 (extended by consent of applicant)
Planning Instruments	Glamorgan Spring Bay Interim Planning Scheme 2015 Planning Directive No. 6 Exemption and Standards for Visitor Accommodation in Planning Schemes
Zone	General Residential
Codes	6.0 Parking and Access
Use	Class: Visitor Accommodation. Type: Permitted
Application	Discretionary
Discretions	Three
Representations	Two
Attachments	A – Application Documents B – Representations
Author	Robyn Bevilacqua, Graduate Planner

Executive Summary

Planning approval is sought for a retrospective change of use from residential to Visitor Accommodation. Because it is in the General Residential zone, Planning Directive No. 6 Exemption and Standards for Visitor Accommodation in Planning Schemes (PD6) is relevant.

In the General Residential zone, Visitor Accommodation is a 'permitted' use. The proposal is discretionary by not meeting the following standards via Acceptable Solution:

<u>Use Standards:</u>	PD6 A1 (b) - visitor accommodation maximum floor size
	D10.3.1 – non-residential development noise emissions
	D10.3.2 – non-residential development external lighting

The proposal was advertised for two weeks from 4 to 19 April 2020. Two representations were received.

This Report assesses the proposal against the Performance Criteria for the standards listed above and considers the representations.

The Planning Authority must consider the planner's recommendation and the representations and make a final determination by 30 April 2020.

The recommendation is to approve the application with conditions.

PART ONE

1. Statutory Requirements

The Land Use Planning and Approvals Act 1993 (LUPAA) requires the planning authority to take all reasonable steps to ensure compliance with the planning scheme.

The planning scheme provides the overriding considerations for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

The initial assessment of this application identified where the proposal meets the Acceptable Solutions and where a discretion is required. This report addresses only the discretion and the representations and makes a final recommendation.

The Planning Authority must consider the report but is not bound to it. It may:

1. Adopt the recommendation
2. Vary the recommendation
3. Replace an approval with a refusal (or vice versa).

The Judicial Review Act 2000 and the Local Government (Meeting Procedures) Regulations 2005 require a full statement of reasons if an alternative decision to the recommendation is made.

2. Approving applications under the planning scheme

A Development Application must meet every relevant standard in the planning scheme to be approved. In most cases, the standards can be met in one of two ways:

1. By Acceptable Solution, or if it cannot do this,
2. By Performance Criteria.

If a proposal meets an Acceptable Solution, it does not need to satisfy the Performance Criteria.

In assessing this application, the Planning Authority must exercise sound judgement to determine whether the proposal meets the relevant Performance Criterion and must consider the issues raised in the representations.

3. The Proposal

Approval is sought for retrospective planning approval for a change of use to Visitor Accommodation. The dwelling is already being used for Visitor Accommodation and the application is to continue that use.

The dwelling is a single dwelling with a floor area of 203m². It contains five bedrooms and currently caters for 11 guests at one time.

4. Risk and implications

Approval or refusal of this application should have no direct financial implications for Council, other than should an appeal against the Authority's decision be lodged or should the Planning Authority fail to determine the application within the statutory timeframe.

5. Background and past applications

The application is retrospective. The Visitor Accommodation use has been operating without a planning permit, according to the representations for around three years. Planning approval was obtained for a dwelling in 2010 and again in 2015 this time for a five-bedroom residence with rumpus, living/dining, outdoor covered area and kitchen. Building was completed in late 2016.

6. Location

52 Old Spring Bay Road is on the southern side of Swansea in a General Residential area.

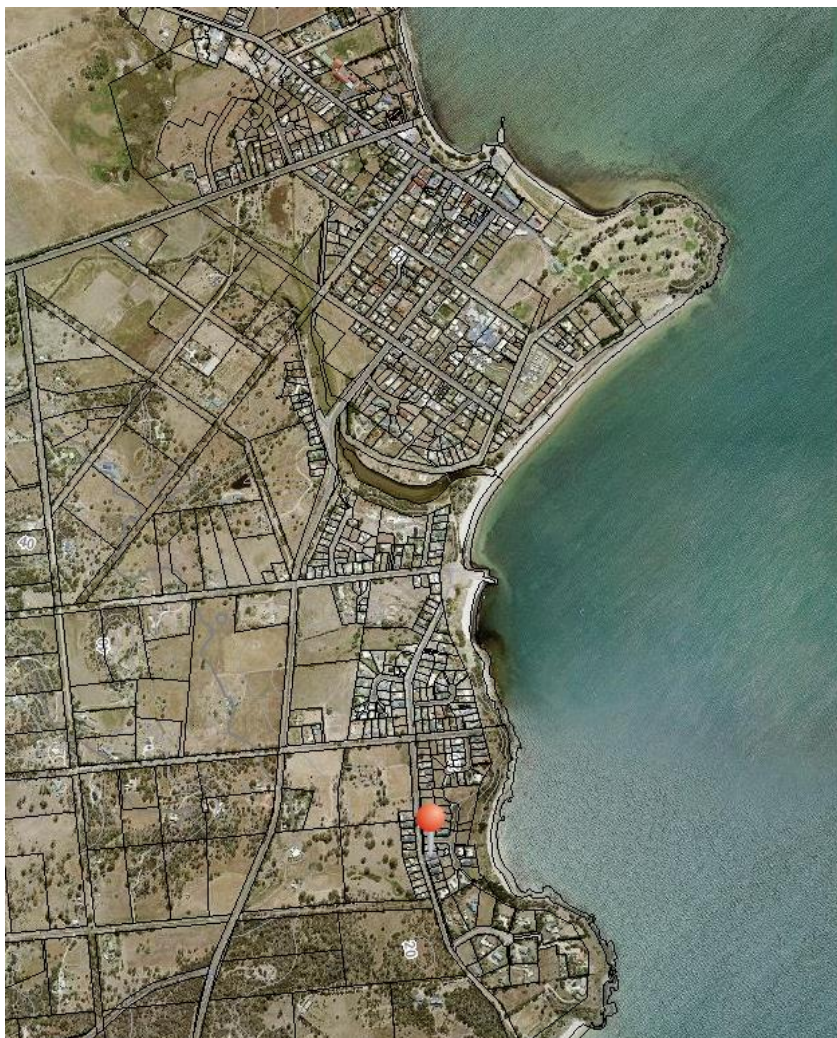


Figure 1: The location (pinned) south of Swansea

7. Site Description

720m² residential lot with mains water, sewerage and kerb and gutter



Figure 2: the site

8. Planning Instruments

Glamorgan Spring Bay Planning Scheme 2015

- General Residential Zone
- E6.0 Parking and Access Code

Planning Directive No. 6 Exemption and Standards for Visitor Accommodation in Planning Schemes

9. Easements, Covenants and Services

None that are relevant to this application

PART TWO

10. Meeting the Standards – via Acceptable Solution

The proposal has been assessed against the Acceptable Solutions provided in:

- Planning Directive No. 6 – Exemption and Standards for Visitor Accommodation in Planning Schemes
- D10.0 General Residential Zone
- E6.0 Parking and Access Code

11. Meeting the Standards – via Performance Criteria

Three standards were not met via Acceptable Solution and therefore will need to satisfy the Performance Criteria to be approved. These are:

- PD6 A1 (b) Visitor accommodation maximum floor size
- D10.3.1 Non-residential development noise emissions
- D10.3.2 Non-residential development external lighting

These are the discretions the Planning Authority must consider together with the representations, to make a determination by 30 April 2020.

PART THREE

12. Assessing the proposal against the Performance Criteria

Standard 1: PD6 Visitor Accommodation Use maximum floor area

The objective of this standard is:

To ensure that Visitor Accommodation:

- (a) *Is compatible with the character and use of the area*
- (b) *Does not cause an unreasonable loss of residential amenity and*
- (c) *Does not impact the safety and efficiency of the local roads or rights of way*

Performance Criteria	Planner's response
P1 Visitor Accommodation must be compatible with the character and use of the area and not cause an unreasonable loss of residential amenity, having regard to	
(a) the privacy of adjoining properties	Neither of the two representations raised the issue of privacy and no works are proposed that would cause a loss of privacy. Given the representors did outline issues of concern to them and did not mention privacy, it is assumed privacy is not a concern.



	This performance criterion is considered satisfied.
(b) any likely increase in noise to adjoining properties	<p>The applicant states that the intensity of use is considered to be similar to residential use and 'is not anticipated to result in an increase in noise that would impact on the residential amenity of surrounding dwellings'.</p> <p>Both representations raise the issue of noise, especially when the dwelling is used for 'hens' nights, bucks' nights and sporting club weekends'.</p> <p>This Performance Criterion is not considered satisfied, but may be satisfied with conditions on the permit.</p>
P1 (c) the scale of the use and its compatibility with the surrounding character and uses within the area	<p>The applicant states that 'the area is typified by single dwellings, with approximately 13 other visitor accommodation sites (in the form of other Airbnb) within a 1.5km radius ... The intensity of use is already similar to that which already occurs within the locality and is therefore considered appropriate for the area'.</p> <p>Planner: The surrounding area is typified by single dwellings and a reasonable number of two-unit multiple dwellings. Council has six visitor accommodation permits in Old Spring Bay Road, two in Aqua Sands Drive, one in Freycinet Court, two in Pyke Court, four in Meredith Court, and two in Kennedia Place, totalling 17 within 650m to the north and 350m to the south. This is a much smaller area. A 1.5k radius would reach to the centre of Swansea to the north and to Piermont to the south. The higher number of visitor accommodation properties than that noted in the application may be due to some units being advertised on different platforms.</p> <p>Representors noted that events such as hens' nights, bucks' nights and sporting weekend events are being held at the property. If events are being held that include members of the public that are not overnight guests (with the maximum number of guests stipulated in the planning permit), then that use is no longer compatible in the General Residential zone and a condition will be required on the permit to this end.</p> <p>While the intensity of visitor accommodation use is greater than that cited, it is still considered part of the surrounding character and use in the area and the Performance Criterion is considered satisfied with conditions.</p> <p>Condition: no events are to be held at the property that would involve members of the public other than the number of overnight guests specified on the permit.</p>
P1 (d) retaining the primarily residential function of an area	While there is a reasonably intense visitor accommodation use in the area, it is considered that in terms of ratios, residential use remains the primary use.
P1 (e) the impact on the safety and efficiency of the local road network and	<p>The local road network is relatively new and of good quality. It is not thought that the visitor accommodation use will impact on the safety and efficiency of the local road network, unless as reported by the representors, large numbers of vehicles are being used to transport hens, bucks and sporting weekenders.</p> <p>This performance criterion is considered satisfied for standard visitor accommodation.</p>




P1 (f) any impact on the owners and users rights of way	No impact
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Standard 2: Use Standards - non-residential use noise emissions (D10.3.1)

Performance Criteria	Planner's response
P2 Noise emissions measured at the boundary of the site must not cause environmental harm.	<p>The application has not provided evidence that the use meets the Acceptable Solution provisions for this standard and therefore must satisfy the Performance Criterion to be approved.</p> <p>Both representations raise the issue of noise, particularly arising from the use of the dwelling for hens' nights, bucks' nights and sporting weekends.</p> <p>From the representations it seems that the current noise emissions are likely to be causing environmental harm.</p> <p>A condition will be required to stipulate that:</p> <ul style="list-style-type: none">- No noise generating activities including amplified music are to occur outside the hours:<ul style="list-style-type: none">o Mon-Thurs 7am to 10pmo Friday 7am to midnighto Saturday 9am to midnighto Sunday and Public Holidays 10m to 6pm

Standard 3: Use Standards - non-residential use external lighting (D10.3.2)

Performance Criteria	Planner's response
<p>P3</p> <p>External lighting must not adversely affect existing or future residential amenity, having regard to all of the following:</p> <p>(a) level of illumination and duration of lighting;</p>	<p>In the application documents it is stated that this standard does not apply because no external lighting is proposed.</p> <p>Evidence to the contrary is provided by both representors with one measuring the number of external lights at the rear of the dwelling (8 external lights) with photographic evidence of the amount of light emitted.</p> <p>It is clear from the representations that the external lighting is having a detrimental effect on the amenity of nearby dwellings.</p> <p>This Performance Criterion may also be considered satisfied by condition to restrict the type and hours of external lighting.</p>
<p>(b) distance to habitable rooms in an adjacent dwelling.</p>	<p>52 Old Spring Bay Road is situated in a cluster of dwellings and close to neighbours on either side and to the rear as shown below. External lighting left on overnight or late into the night is likely to impact on the residential amenity of the surrounding residences, and this is evidenced by the representations.</p>  <p>This Performance Criterion may also be considered satisfied by condition to restrict the type and duration of external lighting.</p>

13. Referrals

There were no referrals.

14. Concerns raised by representors

The following table summarises the issues raised by the representors and the planner's responses. The representations are provided in full at Attachment B.

Representation 1a	Planner's response
<p>The dwelling has been used for visitor accommodation for three years, accommodating hens' nights, bucks' nights, sporting club weekends, and tour groups with up to 20 people staying at a time.</p> <p>Issues are: noise and lights.</p> <p>Would it be possible to</p> <ol style="list-style-type: none"> 1) Have a curfew on noise after midnight 2) Have a curfew on external lighting (sometimes it is left on all night). 	<p>Yes – conditions will be placed on the permit restricting the number of guests, use, noise and external lighting.</p>
Representation 2	Planner's response
<p>There are occasions when there are more than 15 people staying there and the stated occupancy is 11.</p> <p>For this many people five or more car parking spaces are required. They park on the footpath and front lawn.</p> <p>Outside lighting front and rear is often left on all night. In the application they said there is no external lighting.</p> <p>The lighting is extremely bright.</p> <p>The lawns and gardens are not maintained regularly.</p> <p>The noise is very loud when so many people stay.</p>	<p>Conditions will be placed on the permit restricting the number of guests to 10.</p> <p>Under the Parking and Access Code, only one car park is required for a single dwelling used as visitor accommodation.</p> <p>Conditions will limit the hours of external lighting and noise.</p> <p>The maintenance of lawns and gardens does not come under the planning scheme.</p>
Representation 1b	Planner's response
<p>Provides a photo of the external lighting (noting that they say in the application they don't have external lighting).</p> <p>External lighting should not be allowed after one hour after sunset.</p> <p>There are eight lights on the rear of the dwelling.</p>	<p>As above</p>

15. Conclusion

The assessment of the application taken in association with the representations received identifies that the proposal is able to satisfy the relevant provisions of the Glamorgan Spring Bay Interim Planning Scheme 2015 by condition and can therefore be approved.

16. Recommendation

That:

- A. Pursuant to Section 57 of the *Land Use Planning and Approvals Act 1993*, the Glamorgan Spring Bay Interim Planning Scheme 2015, and Planning Directive No. 6 Exemption and Standards for Visitor Accommodation in Planning Schemes, Development Application 2020 / 007, to retrospectively change the use of a single residence to Visitor Accommodation at 52 Old Spring Bay Road, Swansea (CT 142063/6) be approved with the following conditions:

1. Use and development must be substantially in accordance with the endorsed plans and documents unless modified by a condition of this permit.
2. The maximum occupancy at any one time for visitor accommodation use shall not exceed 10 people (two persons per bedroom).

This maximum occupancy must be made clear on all advertising and through signage provided in a clearly visible internal or external location near the front entrance to the building.

3. Signage is to be limited to a maximum of one sign no greater than 0.2m² in size and located within the property boundary. No additional signs are to be displayed without separate approval.
4. The dwelling must not be used for events that involve members of the public other than the overnight guests as allowed for in condition 2 above.
5. No noise generating activities including amplified music are to occur outside the hours:
 - Mon-Thurs 7am to 10pm
 - Friday 7am to midnight
 - Saturday 9am to midnight
 - Sunday and Public Holidays 10m to 6pm
6. External lighting for any purpose - existing and new - must be located, designed and baffled to ensure that no direct light is directed to nearby dwellings or private open space.
7. Floodlighting must not be illuminated after 10.00pm or before 7.00am.
8. At least one on-site car parking space must be available at all times.
9. At all times, a person must be present on site or readily available who is responsible for ensuring that activities on the premises and the conduct of persons on the premises do not detrimentally impact amenity of the locality.

General Notes and Advice

- a. Please read all conditions of this permit and contact the planner for clarification if required.
- b. All costs associated with acting on this permit are borne by the person(s) acting on it.
- c. The permit does not take effect until 15 days after the date it was served unless you notify Council in writing that you wish to commence the permit and do not intend to exercise your right of appeal.

- d. The permit and conditions on it are based on the information submitted in the endorsed plans and documents. The Planning Authority is not responsible or liable for any errors or omissions.

Decision 121/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Annie Browning, that:

A. Pursuant to Section 57 of the *Land Use Planning and Approvals Act 1993*, the Glamorgan Spring Bay Interim Planning Scheme 2015, and Planning Directive No. 6 Exemption and Standards for Visitor Accommodation in Planning Schemes, Development Application 2020 / 007, to retrospectively change the use of a single residence to Visitor Accommodation at 52 Old Spring Bay Road, Swansea (CT 142063/6) be approved with the following conditions:

1. Use and development must be substantially in accordance with the endorsed plans and documents unless modified by a condition of this permit.
2. The maximum occupancy at any one time for visitor accommodation use shall not exceed 10 people (two persons per bedroom).
This maximum occupancy must be made clear on all advertising and through signage provided in a clearly visible internal or external location near the front entrance to the building.
3. Advertising Signage is to be limited to a maximum of one sign no greater than 0.2m² in size and located within the property boundary. No additional signs are to be displayed without separate approval.
4. The dwelling must not be used for events that involve members of the public other than the overnight guests as allowed for in condition 2 above.
5. No noise generating activities including amplified music are to occur outside the hours:
 - Mon – Thurs 7am to 10pm
 - Friday 7am to midnight
 - Saturday 9am to midnight
 - Sunday and Public Holidays 10am to 6pm
6. External lighting for any purpose – existing and new – must be located, designed and baffled to ensure that no direct light is directed to nearby dwellings or private open space to the satisfaction of Council's General Manager.
7. Floodlighting must not be illuminated after 10.00pm or before 7.00am.
8. At least one on-site car parking space must be available at all times.
9. At all times, a person must be present on site or readily available who is responsible for ensuring that activities on the premises and the conduct of persons on the premises do not detrimentally impact amenity of the locality.

General Notes and Advice

- a. Please read all conditions of this permit and contact the planner for clarification if required.
- b. All costs associated with acting on this permit are borne by the person(s) acting on it.
- c. The permit does not take effect until 15 days after the date it was served unless you notify Council in writing that you wish to commence the permit and do not intend to exercise your right of appeal.
- d. The permit and conditions on it are based on the information submitted in the endorsed plans and documents. The Planning Authority is not responsible or liable for any errors or omissions.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Michael Symons, Cllr Grant Robinson

Against: Nil

3.2 Development Application 2019 / 345

1533 Dolphin Sands Road, Dolphin Sands

Location	1533 Dolphin Sands Road, Dolphin Sands
Title reference	CT 54666/199
Proposal	Dwelling
Applicant	Pinnacle Drafting and Design
Application Date	26 November 2019
Statutory Date	30 April 2020 (extended by consent of applicant)
Planning Document	Glamorgan Spring Bay Interim Planning Scheme 2015
Zone	Particular Purpose Zone 3 – Dolphin Sands (PPZ3)
Codes	5.0 road and Railway Assets, 6.0 Parking and Access, 7.0 Stormwater Management, 10.0 Biodiversity and 16.0 Coastal Erosion Hazard
Use	Class: Residential, Status: Permitted
Development	Discretionary
Discretions	Six (plus one Acceptable Solution to be met by condition)
Representations	Five
Attachments	A – Application Documents B – Representations C – Views east, west and south D – Secondary sand dune E – Views of nearby dwellings
Author	Robyn Bevilacqua, Graduate Planner

Executive Summary

Planning approval is sought for a single dwelling at 1533 Dolphin Sands Road, Dolphin Sands.

The proposal is discretionary by not meeting the Acceptable Solutions for seven Standards:

Zone Standards: D34.4.1 (building height), D34.4.2 (native vegetation clearance), D34.4.3 (light reflectance value of exterior building surface)

Code Standards: E6.7.6 (surface treatment of parking areas), E7.7.1 (stormwater management), E10.7.1 (clearance and disturbance of native vegetation), and E16.7.1 (development in a Coastal Erosion Hazard Area – medium risk).



The proposal was originally advertised from 5 February 2020 to 20 February 2020 and received five representations. Due to an administrative error in not having included the Bushfire Management Report in the exhibited documents the application was re-advertised for two weeks from 18 March to 1 April 2020. Five representations were received.

This Report assesses the proposal against the Performance Criteria for the standards listed above and addresses the representations. The Planning Authority must consider the planner's recommendation and the representations and make a final determination by 30 April 2020.

The recommendation is to refuse the application.

PART ONE

1. Statutory Requirements

The Land Use Planning and Approvals Act 1993 (LUPAA) requires the planning authority to take all reasonable steps to ensure compliance with the planning scheme.

The planning scheme provides the overriding considerations for this application. Matters of policy and strategy are primarily a matter for preparing or amending the planning scheme.

The initial assessment of this application identified where the proposal meets the Acceptable Solutions and where discretions are required. This report addresses only the discretions and the representations and makes a final recommendation.

The Planning Authority must consider the report but is not bound to it. It may:

4. Adopt the recommendation
5. Vary the recommendation
6. Replace an approval with a refusal (or vice versa).

The Judicial Review Act 2000 and the Local Government (Meeting Procedures) Regulations 2005 require a full statement of reasons if an alternative decision to the recommendation is made.

2. Approving applications under the planning scheme

A Development Application must meet every relevant Standard in the planning scheme to be approved. In most cases, the Standards can be met in one of two ways:

3. Via Acceptable Solution, or if not,
4. Via Performance Criteria.

If a proposal meets an Acceptable Solution, it does not need to satisfy the Performance Criteria.

In assessing this application, the Planning Authority must exercise sound judgement to determine whether the proposal meets the relevant Performance Criteria and must consider the issues raised in the representations.

3. The Proposal

Approval is sought for a single dwelling with a floor area of 162m². It includes four bedrooms, two living areas, a dining room, kitchen, two bathrooms, a laundry, and a powder room.

The dwelling is single storey but elevated, reaching a maximum height of 7.15 metres above natural ground level. Finished floor level is at 6.95m Australian Height Datum (AHD)¹. Cladding is fibre-cement shiplap boards in Colorbond 'Monument', 'Woodland Grey' 'Dune' and 'Surfmist'. It has skillion rooves including a raised central 'pop up' section above the living areas.

Figure 1 below is taken from the application documentation and shows the southern elevation as the dwelling looks south to Nine Mile Beach and across Great Oyster Bay to Freycinet Peninsula. The colours in the drawing do not replicate the proposed colour scheme.



Figure 1: the southern elevation (from the Development Application documents).

4. Risk and implications

Approval or refusal of this application should have no direct financial implications for Council, other than should an appeal against the Authority's decision be lodged or should the Planning Authority fail to determine the application within the statutory timeframe.

5. Background and past applications

There are no previous applications on file. The Property Report from theLIST notes an existing 'shack' on the property. Real estate notices describe an existing house on the property. The application and supporting documents refer to sheds (see Figure 3). An onsite inspection indicates there is a shack that is in a state of disrepair. Any permit would need to condition that the building is an outbuilding and is not to be used for habitation.

¹ The height of a point above sea level (<https://www.jurovichsurveying.com.au/faq/what-does-ahd-mean>)

6. Location

1533 Dolphin Sands Road is on the Nine Mile Beach side, and towards the end of, Dolphin Sands Road towards Bagot Point.



Figure 2: The site (pinned) at the eastern end of Dolphin Sands Road

7. Site Description

2.21 hectares of coastal land with a foreshore boundary. There is an existing gravel access from Dolphin Sands Road, a gravel driveway, an existing shack at a high point (the 10m contour) of the centre part of the site, and an existing small outbuilding around 7m from the foreshore boundary.

A Coastal Erosion Hazard Area (medium risk) overlay spans the southern section of the site. The proposed location of the dwelling is atop the secondary sand dune 30m from the foreshore boundary and partially within the coastal erosion hazard area. All these, except the small existing outbuilding 7m from the foreshore boundary, are seen in Figure 3 below.

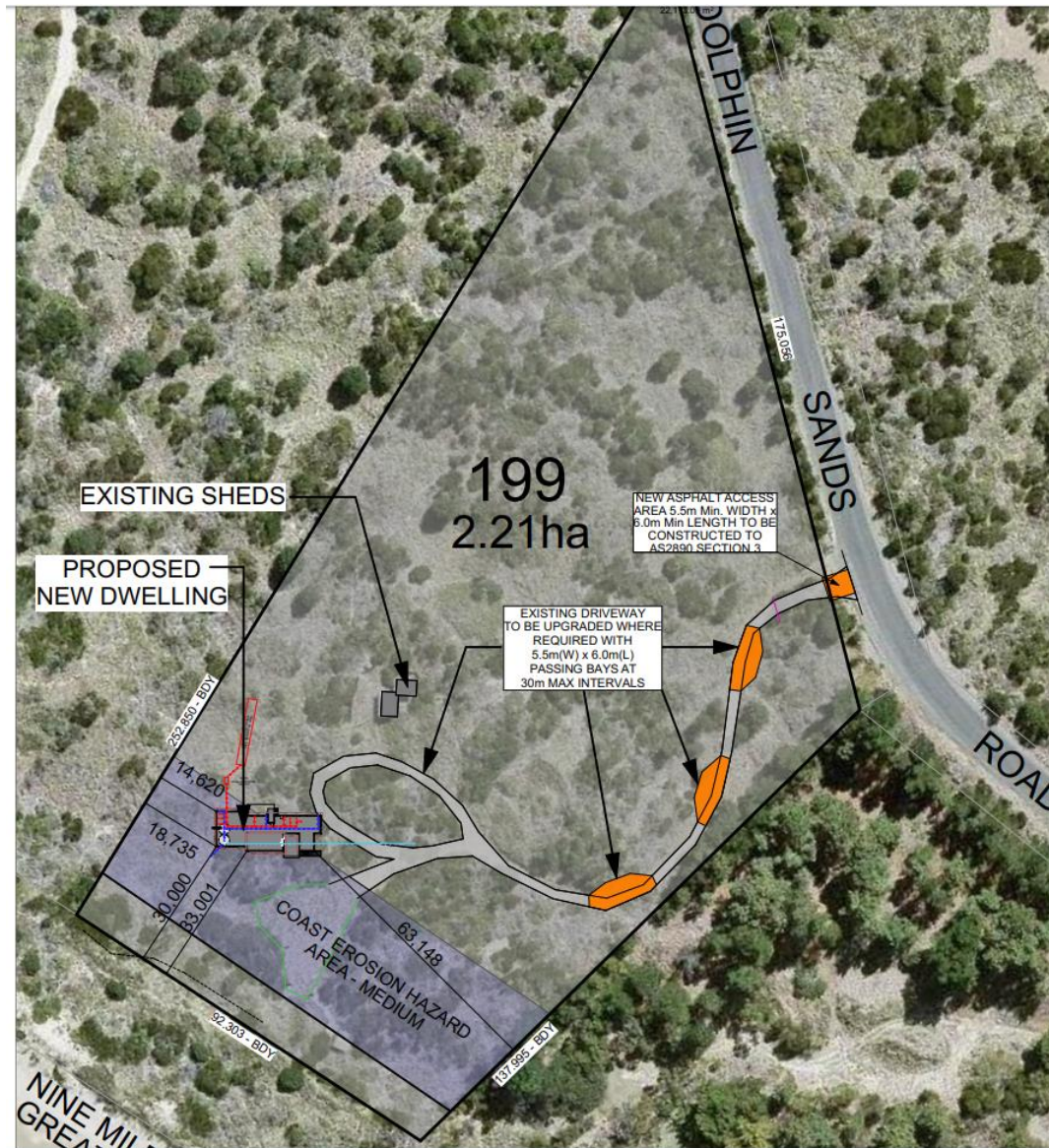


Figure 3: Site Plan from the application documents showing existing structures, existing and proposed driveway and Coastal Erosion Hazard overlay (application documents)

8. Codes

The Parking and Access Code and the Stormwater Management Code apply to all development applications.

1533 Dolphin Sands Road is also subject to 1) a biodiversity overlay for *Acacia longifolia* coastal scrub across the entire site, 2) a Coastal Erosion Hazard Area (medium risk) overlay across the foreshore section of the site and 3) patches of Coastal Inundation Hazard Area (low risk) behind the Coastal Erosion Hazard Area.

A significant part of the dwelling is within the Coastal Erosion Hazard Area.

9. Easements, Covenants and Services: Nil

PART TWO

10. Meeting the Standards – via Acceptable Solution

The proposal has been assessed against the Acceptable Solutions provided in:

- D34.0 PPZ3 – Dolphin Sands
- E6.0 Parking and Access Code
- E7.0 Stormwater Management Code
- E10.0 Biodiversity Code
- E16.0 Coastal Erosion Hazard Code

11. Meeting the Standards – via Performance Criteria

The application met all the relevant Acceptable Solutions, except:

- D34.4.1 A1 – Building Height
- D34.4.2 A4 – Development in an area of native vegetation
- D34.4.3 A1 – Exterior finish light reflectance value
- E 6.7.6 A1 – Surface Treatment of Parking Areas and driveway
- E 7.7.1 A1 – Stormwater drainage and disposal
- E10.7.1 A1 – Building and works within an area of native vegetation (biodiversity code)
- E16.7.1 A1 – Building and works in a medium risk coastal erosion hazard area (the Planning Scheme provides no Acceptable Solution for this Standard)

The Planning Authority must now exercise its discretion in assessing the proposal against the seven Performance Criteria listed above, and consider the representations received.

PART THREE

12. Assessing the proposal against the Performance Criteria for seven Standards

Standard 1: Building Height (D34.4.1)

Because the proposal does not meet the building height via Acceptable Solution, it must satisfy P1 (a), (b) and (c) to be approved.

The objective of this Standard is

‘to protect the landscape and natural values and ensure that buildings compliment the coastal bushland character, privacy and seclusion that residents of Dolphin Sands enjoy’.

P1 (a), (b) and (c) below must be satisfied for the application to be approved.	
Performance Criteria	Planner's response
P1 (a) Building height must be unobtrusive within the surrounding landscape	<p>The proposed dwelling is 7.146m from Natural Ground Level at its highest point, as shown in drawing DA.04 of the submitted documents (north elevation). This does not include the ‘pop up’ portion in the centre of the dwelling.</p> <p>To satisfy this Performance Criterion, the building must be considered ‘unobtrusive within the surrounding landscape’.</p> <p>The dwelling is proposed to sit atop the secondary sand dune (the one behind the one fronting the beach). LISTmap indicates that both sand dunes are above the 5m contour and below the 10m contour.</p> <p>The contours provided in Drawing DA.02 indicate that the secondary sand dune where the dwelling is to be located is around 6m AHD and the primary sand dune to the south west of it is around 4m AHD.</p> <p>Further to the east, there is indication that the primary dune rises to 7.6m AHD. In LISTmap, there is a survey control marker 200m to the east of the proposed location of the dwelling that marks the primary sand dune at that point as 7.6m AHD, as shown in Figure 4 below.</p>

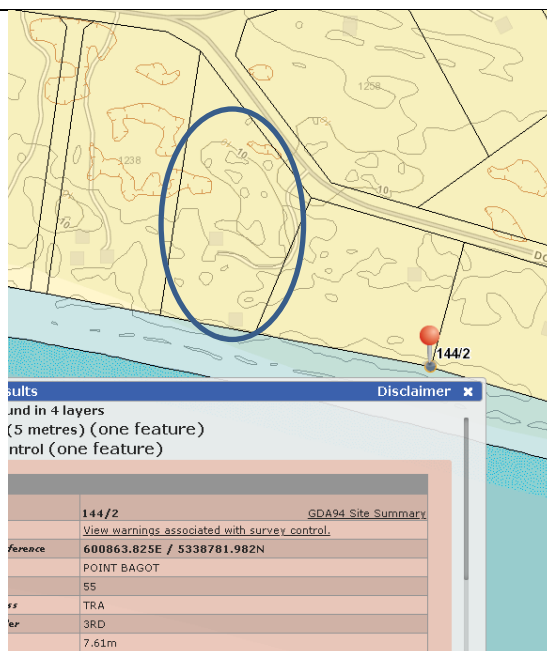


Figure 4: Survey marker around 200m east of the proposed site location (LISTmap – Location – Survey Control). The survey marker is pinpointed. The height, 7.61m, is the last entry in the pink table. The circled area is 1533 Dolphin Sands Road.

The Finished Floor Level of the proposed dwelling is 6.95m AHD. This partly accounts for the maximum height of 7.146m above Natural Ground Level. The parts of the building that do not sit atop the secondary dune need to be raised high enough above the lower ground to reach the required Finished Floor Level for the dwelling as a whole to sit above the dune.

Attachment C provides images of the secondary sand dune. The photos are taken from alongside and then 'behind' the dune (from the north side of the dune looking south). The peak of the dune is the green vegetated area (boobyalla). There is a significant dip between the position of the photographer and the dune itself, which is difficult to see in the photos, but which the proposed driveway would need to traverse. This dip can be seen in the contours shown in Drawing DA.02.

Attachment D shows the views east, west and south when standing on the sand dune. The viewpoint of the photographer is around 7.65m AHD (6m sand dune plus 1.65m person). The views are uninterrupted in each direction and there are no human structures visible in any direction. It makes sense that if the photographer had uninterrupted view lines in all directions, they would in turn - while small because they are just a person not a dwelling - be visible from those viewpoints.

The viewpoint of someone standing in the dwelling or on the deck would be around 950mm higher than the viewpoint of the person who took the photos in Attachment D. A person 1.65m tall standing on a Finished Floor Level of 6.95m would have a viewpoint at around 8.6m AHD rather than the 7.65m when just standing on the dune. So, mutual visibility would be greater than what is evident in the photos in Attachment D.



	<p>The ceilings in the areas with the standard ceiling height (2400mm) would be 750mm higher than a 1.65m tall person standing on a floor at 6.95m AHD – increasing the height at ceiling level to 9.35m AHD.</p> <p>The roofline at say a further 200mm for the roof structure plus around 500mm for the high end at a 5° incline takes the top of the dwelling to around 10.05m AHD. The raised central ‘pop up’ section of roof is not measured but looks to be around another 1m taking the top of the dwelling to 11.05m AHD.</p> <p>The photos in Attachment D are taken from a viewpoint of 7.65m AHD and there are uninterrupted views to the east and the west along the foreshore and partial views of Nine Mile Beach. It is considered that anywhere that is in direct line of sight of the viewer can in turn see the viewer. There is mutual visibility.</p> <p>The dwelling extends another 3.7m above the viewpoint of the person taking the photos. The dwelling would extend another 3.7m above the viewpoints shown in Attachment D.</p> <p>There are dwellings to the west and east of 1533 Dolphin Sands Road. Neither of these is readily visible from the sand dune.</p> <p>The dwelling to the east is quite a distance away, is situated away from the dunes and closer to Dolphin Sands road and is screened by an established row of conifers. The proposed new dwelling is unlikely to be seen from that residence.</p> <p>The dwelling to the west (1238 Dolphin Sands Road) starts from a Finished Floor Level of 5.4m AHD (taken from the development application for that dwelling), with a lower design profile and no pop-up section. It has been ‘dug in’ to the sand dune to a certain extent. It has a maximum height of 6m above Natural Ground Level.</p> <p>In contrast, 1533 sits atop the dune, starts from a Finished Floor Level of 6.95m AHD, has a higher design profile and a pop-up roof section. There is no 10m contour between the two dwellings (LISTmap) so it is likely the new dwelling would be visible to the neighbours to the west.</p> <p>The dwelling would be set back around 145m from its northern boundary (Dolphin Sands Road) and there is a 10m contour is between the proposed site and the road. The dwelling may not be fully seen from the road.</p> <p>The proposed dwelling is set back 30m from its coastal boundary. The water line is a further 50m away (LISTmap) over the primary sand dune. As noted above there would be mutual visibility from the areas in direct line of sight of the sand dune and that visibility would increase with the height of the structure.</p> <p>In terms of the primary sand dunes and whether they would screen the proposed dwelling: we have noted that, the subject dune is around 6m AHD, the dune to the south west of it is around 4m AHD (Drawing DA.02) and the primary dune is 7.6m AHD 200m to the east.</p> <p>So the primary dunes range from around 4m to 7.6m AHD. It is calculated above that the top of the dwelling would be around 11.05m AHD, which is 3.45m higher than the primary dune at its highest point. It is considered that the primary sand dunes are unlikely to hide the proposed dwelling from view from Nine Mile Beach. It is likely that a large part of the dwelling would be visible from the beach.</p>
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	<p>The applicant submitted a model indicating that the dwelling would not be visible from the beach and showing a line of sight across the primary dune. However, the proposed dwelling is not in the diagram.</p> <p>It is not considered that the proposed dwelling would be unobtrusive in the surrounding landscape. It would be visible from the beach and the coast in three directions: west, east and south. It is not considered the proposal satisfies the Performance Criterion.</p> <p>Five representations were received on this issue and are discussed later.</p>
<p>P1(b)</p> <p>Building height must be consistent with the surrounding pattern of development</p>	<p>The neighbouring dwelling on 1238 Dolphin Sands Road is 6m above Natural Ground Level at its highest point (application documents for that dwelling). It achieves that by cutting into the sand dune, and more closely hugging the lower slopes.</p> <p>The applicant forwarded photos to demonstrate that the proposal is consistent with the surrounding pattern of development. However,</p> <ul style="list-style-type: none">- 684 Dolphin Sands Road is more than 5km from the proposed site- 778 Dolphin Sands Road is more than 4.5km from the proposed site- 1204 Dolphin Sands Road is closer but is situated at a low point behind the sand dunes and rises to only 5.9m.- 1602 Dolphin Sands Road – can't find <p>In terms of the surrounding pattern of development, the site is at the furthest end of Dolphin Sands Road at the start of the 'loop road' at Point Bagot. While there are many examples of dwellings and other buildings along Dolphin Sands Road that are very visible from the road and the beach, this far end of the point maintains its low-impact and coastal bushland character and the privacy and seclusion of its residents along the coastal boundary as can be seen in the photos in Attachment D and attested in the representations received.</p> <p>Attachment E includes photos taken from the road looking at all the neighbouring dwellings on the coastal side of Dolphin Sands Road at that far eastern end. The typical visibility in the immediately surrounding area on the coastal side consists of modest glimpses of dwellings screened or semi-screened from the road with surrounding bushland vegetation. There is only one that stands out as not in keeping with that character, and that is shown as the last photo in Attachment E.</p> <p>It is not considered that the proposed dwelling is consistent with the surrounding pattern of development and does not satisfy this Performance Criterion.</p>
<p>P1(c)</p> <p>Building height must not unreasonably impact on the amenity of adjoining lots from overshadowing,</p>	<p>The neighbour to the west is around 92m away and the neighbour to the east around 190m away. The proposed dwelling will not impact on those lots by overshadowing or overlooking or close-up visual bulk.</p> <p>This Performance Criterion is considered satisfied.</p>

overlooking or visual bulk	
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Standard 2: Setback - development within a native vegetation area (D34.4.2)

The objective of this standard is:

‘to protect the landscape and natural values and ensure that buildings complement the coastal bushland character, privacy and seclusion that residents of Dolphin Sands enjoy’.

Performance Criterion	Planner's response
P4 Buildings may be located in areas containing native vegetation where no other alternatives exist due to a lack of cleared area with suitable topography, setbacks, and having regard to bushfire hazard management.	<p>There are a couple of areas on the site that are more clear of native vegetation, one of which is where the existing shack is and another is a sandy area that is used as a vehicle turning area.</p> <p>While either of these could be used (requiring demolition of the existing shack), Council's NRM officer advises that should a permit be issued, she would be satisfied with the inclusion of conditions around any unnecessary removal of native vegetation.</p> <p>The application included a Bushfire Hazard Management Plan.</p> <p>This Performance Criterion is considered satisfied.</p>

Standard 3: Design: Light Reflectance Value of External Building Surfaces (D34.4.3)

The objective of this standard is:

‘to ensure that the appearance of buildings when viewed from public streets is visually compatible with surrounding development and protects neighbouring amenity’

	Planner's response
Acceptable Solution A1 requires that exterior building surfaces must be coloured using colours with a light reflectance value (LRV) not greater than 40 percent. There is no Performance Criterion for this Standard.	<p>Because there is no Performance Criterion for this Standard, a condition must be included to require compliance with the Acceptable Standard.</p> <p>The dot points below show the colours chosen for the external cladding and the corresponding Light Reflectance Value (LVR) of each.</p> <ul style="list-style-type: none"> • Colorbond Ironstone LRV 10% • Colorbond Woodland Grey LRV 12% • Colorbond Dune LRV 42%



	<ul style="list-style-type: none"> Colorbond Surfmist LRV 70% <p>According to Dulux Colorbond, 'Surfmist' has a Light Reflectance Value of 70% (Source: https://www.dulux.com.au/colour/colorbond-surfmist#!/colour/dulux_dulux_27326)</p> <p>According to Bluescope steel, 'Surfmist' has a solar absorptance value of 0.32 and therefore solar reflectivity of 0.68. (Source: http://steel.com.au/products/coated-steel/colorbond-steel/basix-and-bca-classification)</p> <p>A condition would be required on a permit to replace 'Surfmist' on external surfaces with a colour that has LRV of 40% or less.</p> <p>The Performance Criterion can be satisfied by condition.</p>
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Standard 4: Surface Treatment of Parking Areas (E 6.7.6)

The objective of this Standard is

'to ensure that parking spaces and vehicle circulation roadways do not detract from the amenity of users, adjoining occupiers or the environment by preventing dust, mud and sediment transport'.

Performance Criteria	Planner's response
<p>P1</p> <p>Parking spaces and vehicle circulation roadways must not unreasonably detract from the amenity of users, adjoining occupiers or the quality of the environment through dust or mud generation or sediment transport, having regard to all the following:</p> <p>(a) the suitability of the surface treatment</p> <p>(b) the characteristics of the use or development</p> <p>(c) measures to mitigate mud or dust generation or sediment transport.</p>	<p>The application includes a new asphalt access from Dolphin Sands Road to the boundary, 6m long by 5.5m minimum width to provide a passing bay at the entrance to the property complying with AS 2890 Section 3.</p> <p>From the boundary, the existing gravel driveway will be upgraded and extended to the proposed site, with three more passing bays at 30m intervals, and a turning circle. The Bushfire Report specifies the requirements for width, passing bays, incline and turning circle.</p> <p>A permit would require standard conditions around the qualities of the gravel driveway and parking areas while noting the requirements of the bushfire hazard management plan.</p> <p>P1 can be satisfied via condition.</p>

Standard 5: Stormwater Drainage and Disposal (E7.7.1)

The objective of this Standard is

‘to ensure that stormwater quality and quantity is managed appropriately’.

Performance Criteria	Planner's response
<p>P1</p> <p>Stormwater from new impervious surfaces must be managed by any of the following:</p> <p>(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</p> <p>(b) collected for re-use on the site</p> <p>(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.</p>	<p>The proposal would be to collect rainwater on site via two 10,000-litre rainwater tanks under the house, one of which would be reserved for fire-fighting purposes.</p> <p>It is stated that overflow will be directed away from the dwelling and neighbouring properties.</p> <p>A condition would be required to ensure compliance with the planning scheme in terms of the management of stormwater overflow including from the driveway.</p> <p>P1 (b) can be satisfied via condition.</p>

Standard 6: Biodiversity Protection - building and works within an area of native vegetation (E10.7.1)

The objective of this Standard is

‘to ensure that development for buildings and works that involves clearance and conversion or disturbance within a Biodiversity Protection Area does not result in unnecessary or unacceptable loss of priority biodiversity values’

Performance Criteria	Planner's response
<p>P1</p> <p>Clearance and conversion or disturbance must satisfy the following:</p> <p>(a) if low priority biodiversity values:</p> <p>(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</p> <p>(ii) impacts resulting from bushfire hazard management measures are</p>	<p>According to Council's NRM officer the natural values report provided with the application was thorough and confirmed low-priority biodiversity values on the site.</p> <p>While the development has not been designed specifically to minimise impacts (as far as can be seen), compliance with this Performance Criterion may be via condition on the permit.</p> <p>The site has been assessed as BAL-29 and the associated fire-resistant construction elements will be assessed at the building permit stage.</p>

minimised as far as reasonably practicable through siting and fire-resistant design of habitable buildings;	Can be satisfied by Natural Resource Management conditions on the permit.
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Standard 7: Coastal Erosion Hazard Area - medium risk (E16.7.1)

The objective of this Standard is:

‘to ensure that development in Coastal Erosion Hazard Areas is fit for purpose and appropriately managed based on the level of exposure to the hazard’

Performance Criteria	Planner's response
<p>P1 Buildings and works must satisfy all the following:</p> <p>(a) not increase the level of risk to the life of the users of the site or of hazard for adjoining or nearby properties or public infrastructure;</p>	<p>The proposed development does not appear to pose risk to the lives of users, nearby properties or public infrastructure. Access onto Dolphin Sands Road will be improved by upgrading the existing gravel access to a new asphalt access to the boundary with a passing bay at the entrance.</p> <p>The Coastal Vulnerability Report does not raise any issues regarding increased risk to life of users, adjoining properties or infrastructure.</p> <p>It is possible that in 50 years (2070) there could be a risk to users of the site but that is not something that can be evaluated here.</p>
<p>(b) erosion risk arising from wave run- up, including impact and material suitability, may be mitigated to an acceptable level through structural or design methods used to avoid damage to, or loss of, buildings or works;</p>	<p>The Coastal Vulnerability Report uses a building life span of 50 years in its assessment and therefore identifies what the situation will be on the site by 2070.</p> <p>It states the ‘main frontal dune is expected to be eroded by 2070, wave run up has the potential to overtop that dune and migrate inland’ ... [and will] ‘extend inland with estimated localised run up levels at 4.3m AHD’.</p> <p>Another data source, the Coastal Erosion Hazard Area (medium risk) on LISTmap, anticipates that the land covered by the overlay is likely to be eroded by 2050 (i.e. within 30 years). The ‘medium risk’ layer is placed on land that is at risk of being eroded by 2050.</p> <p>No doubt there are different ways of assessing erosion and risk levels, and different data sources, but it does seem that the portion of the site subject to the ‘medium risk’ overlay is likely to be eroded within 30-50 years.</p> <p>At that point, the proposed dwelling will be on what will then be the frontal dune.</p>

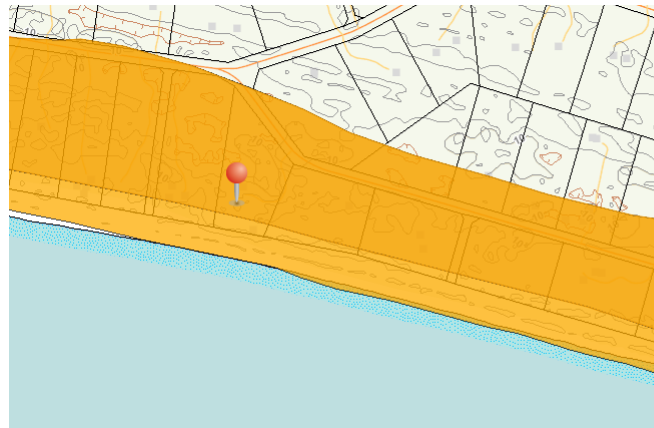


	<p>The proposed finished floor level of the dwelling is 6.95m AHD. While the frontal dunes are likely to be eroded, and the tide will likely migrate inland to around 30m from the dwelling, and there may be risk from wave run up and storm tide, the finished floor level of the dwelling at 6.95m will remain above the estimated 4.3m wave run up level.</p> <p>The Coastal Vulnerability Report recommends the footings be placed in the stable foundation area.</p> <p>A condition on the permit would require footings to be designed and certified by a suitably-qualified engineer and this PC may be satisfied by condition.</p>
(c) erosion risk is mitigated to an acceptable level through measures to modify the hazard where these measures are designed and certified by an engineer with suitable experience in coastal, civil and/or hydraulic engineering;	<p>The Report identified the likely position of stable ground by 2070 and notes that the proposed building foundations are set within that zone, advising that 'foundations will need to extend deeper on the coastal side of the stable zone'</p> <p>As above, a condition on the permit would require construction drawing to be designed and certified by a suitably-qualified engineer and the PC could be satisfied by condition.</p>
(d) need for future remediation works is minimised;	<p>If the footings are designed and certified by a suitably-qualified engineer are placed in what has been identified as a stable foundation zone in 2070, the need for future remediation is considered minimised until at least that time.</p>
(e) health and safety of people is not placed at risk;	<p>The health and safety of people is not put at risk by this proposal.</p>
(f) important natural features are adequately protected;	<p>Important natural features of the site include the frontal dunes. Under current conditions these will be eroded by 2070. Unfortunately, protection of the frontal dunes would require greater intervention than is possible by the owners of this lot.</p>
(g) public foreshore access is not obstructed where the managing public authority requires it to continue to exist;	<p>There is no public access from this lot. The proposed development does not obstruct any public access.</p>
(h) access to the site will not be lost or substantially compromised by expected future erosion whether on the proposed site or off-site;	<p>Access is from the other end of the lot.</p>
(i) provision of a developer contribution for required mitigation works consistent with any adopted Council Policy, prior to commencement of works;	<p>Council does not have a coastal development policy</p>
(j) not be located on an actively mobile landform.	<p>The Geo-environmental Assessment recommends that the top 500mm of soil not be taken into account when assessing footing depth, and that the footings would need to be deeper on the coastal side of the dwelling. It also notes that given the right attention to</p>

the recommendations, 'there is low risk that the proposal will pose an undue risk of land instability.

There are layers on LISTmap that show historic and present dune mobility.

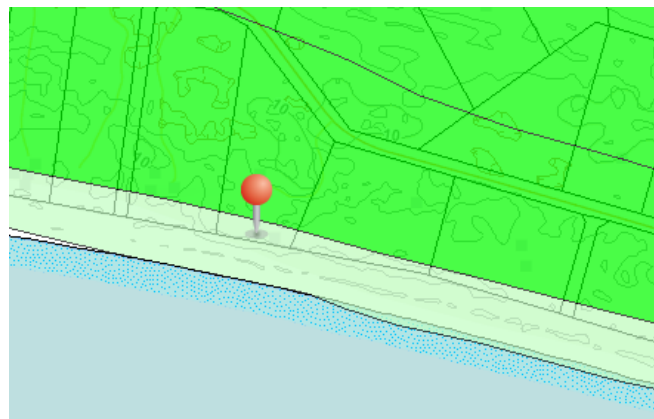
Below is a snip from the Geomorphic Polygons – Historic Dune Mobility layer, which is based on 2005 data. The yellow highlight is described: Mobile - <10% Veg cover.



Below is a snip from the Geomorphic Polygons – Present Dune Mobility, also based on 2005 data.

The pale green is described as: 30%-50% vegetation cover (transitory).

The bright green is described as: 70-100% vegetation cover (transitory).



Because council does not have a contrary independent expert view, the planner must have regard to the assessment provided with the application.

This Performance Criterion is considered satisfied E16.7.1 P1 (j).

In conclusion, coastal erosion is a significant issue for this and other applications in coastal areas. The medium risk coastal erosion hazard overlay is placed on land that is vulnerable to erosion by 2050. The Coastal Erosion Hazard Bands referred to by the representations are provided by the State Government to inform actions made by local or state government under LUPAA and as noted by the representors does extent further into the site (46m) than the overlay (40m).

With the contrasting positions of the reports provided with the application, the representations on this issue, some of which seem highly experienced and knowledgeable of the issues raised in this section, and some of the data available on LISTmap, it is considered that at this point the Performance Criterion cannot be considered satisfied.

13. Referrals

The application was referred to Council's Natural Resource Management Officer who advised the Natural Values Report was thorough. The vegetation on the property is not a threatened vegetation community, contains no threatened flora and provides no significant habitat for threatened fauna, therefore there are no higher level protections available. However, permit conditions would require that native vegetation outside of the immediate building area and that required by a bushfire hazard management plan be protected from clearing.

14. Concerns raised by representors

The following table summarises the issues raised by the five representors and the planner's responses. The representations are provided in full at Attachment B.

Representation 1	Planner's response
Representor 1 proposes that this application was intentionally advertised by council to coincide with the first week back at school and the site notices may have been intentionally placed in obscure positions so that they would be unseen, and the second round of advertising the notices were no better placed in fact placed over the original ones, and that COVID-19 restrictions have assured that there would be little opportunity to respond.	<u>All</u> these allegations are entirely untrue, other than possibly the COVID-19 restrictions, over which Council has no control and certainly couldn't have foreseen.
Outlines a history of applications on other lots and the issues those needed to comply with to be approved.	The planning authority ensured the planning scheme was complied with at the time, as it will in this case.
Wastewater management would be an issue.	Wastewater management is not dealt with at the planning stage as there are no relevant standards within the planning scheme. Any future dwelling would need to comply with the building regulations, including wastewater management regulations, when it submits its application for building approval.



<p>The proposed house would be 'very out of character, overlooking the beach so close to Bagot Point and the Swan River when no other house or shed does. It is certainly not consistent with the area and would be a significant detriment to the amenity of the area'.</p>	<p>Agreed and addressed in the body of the report at D34.4.1 P1 (a) and (b).</p>
<p>The figures used in the Coastal Vulnerability Report submitted with the application are out of date and inconsistent. Historic dune surveys undertaken every two years on a nearby property indicate that erosion has increased since 2013, coinciding with more regular and aggressive storms. 'Surges from the Swan River have combined with incoming tides to aggressively erode beach front dunes from Bagot Point to as far along the beach as ... five properties beyond 1533. This does not seem to have been taken into account.</p>	<p>This is not an area in which planners in general have expertise, which is why they require a report from a suitably-qualified person addressing potential coastal erosion issues.</p> <p>The planner must preference the expert view over the non-expert view under the code.</p> <p>This is discussed elsewhere.</p>
<p>The map submitted with the application shows a narrower erosion area than the layer provided on LISTmap.</p>	<p>There are many layers in LISTmap. The relevant ones for this discussion are:</p> <ol style="list-style-type: none">1) Tasmanian Interim Planning Scheme overlay2) Coastal Erosion Hazard Bands 20161201 <p>The layer that has legal weight in assessing development applications is the first one. The other, which is produced by the State Government is to inform actions taken under LUPAA in relation to new planning scheme provisions (i.e. the LPS).</p> <p>While it may potentially provide more up-to-date or detailed information, it does not have legal weight as the overlay does under the planning scheme.</p> <p>Terminology can be confusing but the layer used in the application is the correct one.</p> <p>The correct overlay is the Coastal Erosion Hazard Area shown under the Tasmanian Interim Planning Scheme Overlay. It is shown in the image below and extends approximately 40m into the site:</p>

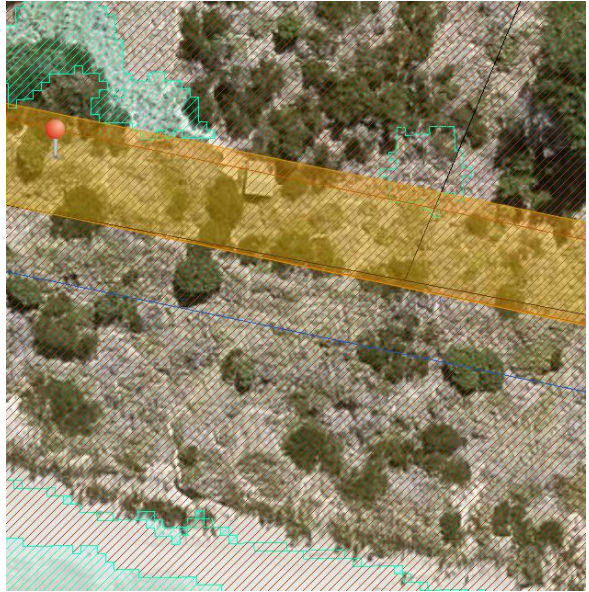
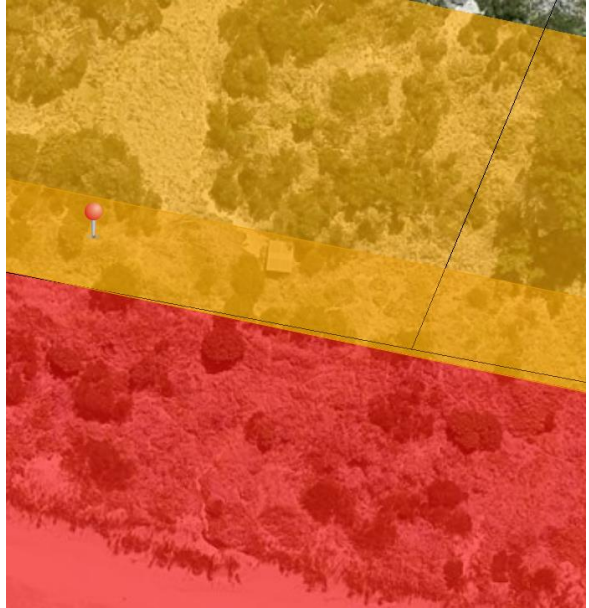
	 <p>The other layer, shown below, is called the Coastal Erosion Hazard Band and it extends around 46m into the site:</p>  <p>Both are taken from LISTmap.</p>
<p>The figures provided 'do not appear to account for the regular aggressive southerly winds we get'.</p> <p>'Erosion of our dunes seems to be more impacted by wind than water, although once the dunes have been eroded, it is easier for the water to rush through'.</p>	<p>The Report does note the impact of severe southerly winds.</p> <p>Other representors also note the potential for wave run up to come in behind the dunes when they are either eroded or if vehicle tracks have been made through to the beach and this is noted.</p>
<p>The Report does not consider the compounding effects of low rain, thinning vegetation, fewer animals, fewer nutrients back to the soil, less ability to hold water, and worsening cycles.</p>	<p>It is true the Report does not appear to consider these issues, likely because it has a coastal erosion focus rather than a 'whole of system' ecosystem impact assessment, which is not required by the planning scheme.</p>



Figure 9 (p55) of the Report indicates that the projected coastal recession in 2070 will be within 30m of the proposed dwelling. The assumption is made that the coastal erosion overlay under the planning scheme would then move inland to the same extent and the dwelling at that point would be in contravention of the planning scheme.	The planner cannot foresee what and where layers may be placed under future planning schemes.
The application must be rejected 'based on being within the CEHC and HDM areas'.	The issue of which layer to use is discussed above.
There are 'many potential building sites that would be far more suited to the new dwelling, and by moving to higher ground and further inland, the house would not need to be elevated so high from the ground level as it is'.	Noted.
Height is an issue: the house has the appearance of two storeys and from the beach the appearance of a conventional three storey house with raked ceilings getting higher and higher to more than 11m ADH.	Agreed and discussed in the body of the report.
A lot of the house is to be built over actively mobile sand dune.	Possibly. See the discussion at E16.7.1 P1 (j)
There is no indication in the plans as to how much the proposed dwelling will be visible to neighbours and people on the beach. Being overlooked 'would ruin the feeling of immersing in nature that one gets here... it would have a devastating effect on the character of the area and on the amenity that natural character provides'.	Agreed - there is little information in the plans as to how much the dwelling would be visible. It is noted that the dwelling is likely to be highly visible to at least one neighbour and to people on the beach, as discussed in the body of this report. It is also agreed that such visibility would impact on the character and amenity of this eastern end of the Dolphin Sands area.
A coupling of a dune profile survey conducted in July 2019 and the height data provided in the application enables calculation of visibility from the beach. Based on figures provided in the application, the roof of the house would be around 11.16m AHD. Putting the two sets of data together indicates that on 28 February, at the time the line of sight data was calculated to accompany the application, 2.34m of the house would have been visible from the beach, and more at low tide.	These figures are similar to those the planner has estimated in the report and it is noted that in the line of sight drawing provided by the applicant the proposed dwelling does not seem to be included.
Without buffering from the dunes, sound and light would be carried much further in this area that has a pitch of night with no	It is true that at night, lights from the dwelling would be visible along the beach and would likely impact on the particular amenity of the area.



traffic or other noise. This would break the amenity of the area.	
The dwelling is oriented incorrectly along the beach rather than facing Great Oyster Bay. It would not be in keeping with the character of the area to allow one house to be at a different orientation to the others.	<p>If the other dwellings cannot be seen from the beach, the proposed orientation of this dwelling would not be out of keeping.</p> <p>Another representor raised the issue of the dwelling not being in alignment with the sand dunes and the consequent impact of this on erosion.</p>
Representations 2, 3, 4 and 5	Planner's response
<p>The remaining representations all raise issues similar to those already discussed, with particular concerns about:</p> <ul style="list-style-type: none"> • The height of the dwelling, its bulk and its impact on the coastal natural values, the bushland character and the seclusion residents currently enjoy • Building in a coastal erosion hazard area • Building on an actively mobile landform • Visual impact 	Agreed - these issues have all been addressed above.
<p>Issues that haven't been addressed so far include:</p> <ul style="list-style-type: none"> • Impact on the critically endangered Swift Parrot • The driveway is on adjacent land. • There are two existing buildings that are named sheds but are actually a shack • The proposed location is potential fauna habitat • Stormwater is proposed to be disposed of to the coastal erosion hazard area and would increase erosion 	<p>Responses:</p> <ul style="list-style-type: none"> • Council's NRM officer confirms the area is not a known breeding ground for the Swift Parrot • According to the Site Plan, the driveway is contained within the subject lot. If the driveway in fact crosses the boundary then this is a civil matter. • Any future permit would include a condition requiring the 'sheds' to be not used for human habitation • The Natural Values Report and Council's NRM officer confirms that the location does not support endangered species, fauna or endangered fauna habitat, which means that further restrictions are not provided under the planning scheme. However any future planning permit would contain conditions relating to the protection of native vegetation outside of the building area itself. • While stormwater would be addressed at the building stage, any future application would be assessed by Council's engineering consultant at the planning stage as well.

15. Conclusion

The assessment of the application taken in association with the representations received identifies that the proposal does not satisfy all the relevant provisions of the Glamorgan Spring Bay Interim Planning Scheme 2015 and must therefore be refused.

16. Recommendation

That:

- A. Pursuant to Section 57 of the *Land Use Planning and Approvals Act 1993* and the Glamorgan Spring Bay Interim Planning Scheme 2015, Development Application 2019 / 345, to construct a dwelling at 1533 Dolphin Sands Road, Dolphin Sands (CT 54666/199) be refused on the basis that it does not satisfy the Performance Criteria:
- a. D34.4.1 P1(a) and P1(b) - building height

Decision 122/20

Moved Cllr Keith Breheny seconded Cllr Grant Robinson that:

- A. Pursuant to Section 57 of the *Land Use Planning and Approvals Act 1993* and the Glamorgan Spring Bay Interim Planning Scheme 2015, Development Application 2019 / 345, to construct a dwelling at 1533 Dolphin Sands Road, Dolphin Sands (CT 54666/199) be refused on the basis that it does not satisfy the Performance Criteria:
- a. D34.4.1 P1(a) and P1(b) - building height

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

Cllr Keith Breheny commended the Planner on the amount of detail provided and the excellent quality of the report.

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

Recommendation

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

Decision 123/20

Moved Cllr Keith Breheny, seconded Cllr Annie Browning that Council no longer acts as a Planning Authority at 2.28pm.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

The Mayor congratulated Ms Bevilacqua on the excellent quality of the Planning reports submitted to Council.



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 (Meeting Procedures) 2015 questions on notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which a member of the public would like a question answered.

4.1 Questions without notice

In response to COVID-19 social gathering regulations, Council meetings will be held remotely via video conference until further notice and therefore members of the public are unable to attend the meetings.

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

The Mayor advised that the following questions “without notice” had been received from Mr Aaron De La Torre from the ASU within the above timeframe:

The Mayor read Mr De La Torre’s questions to the meeting to which the Acting General Manager responded:

Mr Aaron De La Torre, ASU

1. *I refer to a letter which was sent by Premier Peter Gutwein and Local Government Minister Mark Shelton to all Tasmanian Council Mayors and General Managers, dated 16 April 2020. In this letter the Premier states:*

“It is our expectation that councils should endeavour to retain as many employees as possible during this challenging period and that to do this councils will need to adopt different budget and financial positioning strategies than have traditionally been required. Where appropriate, councils should also redirect staff to support their COVID-19 response measures and community relief and recovery initiatives”.

Can the Acting General Manager provide assurances to Glamorgan Spring Bay Council’s employees that no employees will have their employment terminated as a result of COVID-19 and that Council will prioritise the maintenance of employment of each of their employees in any budgetary decisions moving forward?

Response by the Acting General Manager, Mrs Marissa Walters

The Covid-19 situation is challenging from an employment and budget perspective. Glamorgan Spring Bay Council is committed to not standing down our permanent employees and every endeavour is being made to maintain current staff levels despite the significant financial losses Council is incurring.

2. *Clause 43 of Council’s enterprise agreement, the Glamorgan Spring Bay Council Enterprise Agreement 2018- 2021, and the Fair Work Act 2009 both provide requirements for consultation in relation to major workplace changes including the need to relocate employees, the alternation of hours of work or regular rosters, or in the extreme the potential termination of employment, amongst others.*

The Australian Services Union and our members seek to enter into collaborative consultation in relation to any potential changes in the workplace as a result of COVID-19.

Can the Acting General Manager assure employees of Glamorgan Spring Bay Council that the management team will enter into consultation before any major changes are implemented in the workplace?

Response by the Acting General Manager, Mrs Marissa Walters

The standard consultation obligations under Glamorgan Spring Bay Council's Enterprise Agreement continue to apply while responding to COVID-19. COVID-19 is unprecedented in its impact on businesses and our experience at this early stage is that employees are understanding that significant decisions impacting on employee entitlements have needed to be made at short notice - employees have been supported with the introduction of an additional leave category, pandemic leave.

Declarations under the Public Health Act 1997 require people to stay at home unless they have to leave their primary residence for the purpose of "attending work...if unable to be performed at the person's primary residence". Glamorgan Spring Bay Council continues to work with employees to ensure that these declarations are observed. However, working at home is not possible for all employees.

We are committed to:

- Regularly communicating with our employees to keep them advised of the changes required to be made to manage the impacts of Covid-19.
 - If we need to implement any change, we aim to provide advance notice if possible of the change and give an opportunity to consult on the effect of the changes.
3. *Given that Local Government is not eligible for the federal government's JobKeeper program, the changes which were made to the Fair Work Act 2009 in relation to COVID-19 stand downs and alternation of an employee's regular hours do not apply to Glamorgan Spring Bay Council.*

Section 524 of the Act (Employer may stand down employees in certain circumstances) requires that an employee only be stood down where they "cannot usefully be employed", that is to say that there is no useful work for employees to undertake.

Can the Acting General Manager provide a guarantee that all possible alternate duties will be explored before considering standing employees down, including things that are usually outside of Council's core business but which assist the community with getting through, and recovering from, COVID-19? The Union can provide further details and suggestions around this matter.

Response by the Acting General Manager, Mrs Marissa Walters

Glamorgan Spring Bay Council is committed to keeping our employees engaged in meaningful work and is investigating options that include alternate duties within our organisation. Councils are working proactively with staff in responding to requirements arising from this Pandemic.



4.2 Questions on notice

Mr Aaron De La Torre, ASU

1. *Who are Council employees able to speak to about employment-related issues given that Council has no Human Resources contact available for employees and instead pays for an externally contracted Human Resources provider for Council when Council has an issue that needs to be addressed?*

Response by the Acting General Manager, Mrs Marissa Walters

Council's contract Human Resources provider is available to all staff to discuss any issues or concerns and can be contacted by staff via email and phone. The provider also attends the Council office at least monthly and employees are able to meet with her at that time.

2. *What communications have the employees of Council received from their General Manager or Acting General Managers in relation to the COVID-19 pandemic? What information has been shared with employees and through which channels?*

Response by the Acting General Manager, Mrs Marissa Walters

Emails have been circulated from the Acting General Manager updating Council staff in respect to COVID-19 matters and regulations, including State and Federal updates on a daily basis.

3. *What mitigation strategies are in place at this time to deal with the COVID-19 pandemic and its potential impacts on employees and what consultation occurred prior to the instigation of such control measures?*

Response by the Acting General Manager, Mrs Marissa Walters

Council have a draft pandemic plan which is intended to be presented to Council at the April Ordinary Council meeting. Many of the items on the pandemic plan have already been actioned by Council. This includes options for staff to work from home and closure of the Council office to the public to minimise face-to-face contact and cash handing. Managers and staff have been provided with regular updates and staff have been requested to address any concerns with their managers in the first instance.

Additional office cleaning is being undertaken and PPE has been provided to staff members as appropriate.

4. *How many employee resignations have been received so far in the 2019-20 financial year and how many were received during the 2018-19, 2017-18, 2016-17 and 2015-16 financial years?*

As this question relates to personnel matters, no response will be provided.

5. *Which positions within Council currently remain unfilled, or are being completed by another staff member?*

Response by the Acting General Manager, Mrs Marissa Walters

Council is currently advertising three positions being Works Manager, Deputy General Manager and Senior Planner/Planner. In respect to part two of the question, as this matter relates to personnel matters no further response will be provided.



6. *How many employees are currently doing the work of their own position as well as the work, or elements of the work, from other positions within Council due to a lack of available employees?*

As this question relates to personnel matters, no response will be provided.

7. *It is our belief that Mr Ian Pearce, during his recent tenure as Acting General Manager and using Council funds to do so, rented a property in Victoria Street, Triabunna, known as Victoria Cottage, which is owned by Michelle Wrigley, the sister-in-law of Mayor Debbie Wisby. If this is the case, what was the total length of the rental and what cost was incurred by Council for this accommodation?*

Response by the Acting General Manager, Mrs Marissa Walters

Any costs incurred by Mr Pearce in respect to his accommodation requirements in order to fulfil the role of Acting General Manager is a matter between Mr Pearce and Council. Council, at its special meeting held on the 9 April 2020 did agree to reimburse Mr Pearce for any accommodation costs. Mr Pearce was responsible for organising his own accommodation requirements however it is understood that Mr Pearce required only one night's accommodation during his tenure as Acting General Manager and was unaware at the time of booking the accommodation that there were any potential conflicts of interest.

Mr Pearce worked remotely, due to COVID-19, for the remainder of his employment with Council. Any trips to the Council office, by Mr Pearce during that time did not require overnight accommodation.

8. *How were the Purchasing Principles within Council's own Tenders and Contracts Policy complied with in the acquisition of accommodation at this property, namely, principles 3.1 (Open and effective competition) and 3.4 (Ethical behaviour and fair dealing)? These principles require Council to obtain three verbal quotations for expenditure under \$10,000, for conflicts of interest to be identified and for suppliers to be treated equitably.*

Response by the Acting General Manager, Mrs Marissa Walters

As mentioned above Mr Pearce was responsible for arranging his own accommodation, which was booked online in an open market place. Written quotes are not required for amounts under \$10,000.

9. *Further, during the acquisition of accommodation were the requirements of sections 4.1 (Ethics) and 4.2 (Probity) of the same policy fully complied with? If so, how?*

Please refer to above response.

4.3 Response to Questions taken on Notice from Ordinary Council meeting 24 March 2020

Mr Murray

Mr Murray stated that he appreciated that it has been a very busy time for Council but asked if Council is able to update us on two outstanding issues regarding the Orford Bird Sanctuary.

The first of these is the outcome if any, or the process regarding the community consultation. The second is to do with the issue of the conflict of interest which was raised in a question to Council in January.

The Mayor referred the question to the General Manager.

Response by the General Manager

The General Manager responded advising that in regard to the first point raised, that report is currently being prepared. Council received over 400 submissions so it ended up being quite an onerous exercise to collate. With regard to the second question raised, the General Manager advised that it would be necessary to check the minutes and therefore took the question on notice.



20 April 2020

Mr W Murray

Dear Mr Murray

I refer to your attendance at the ordinary meeting of Council held on the 24 March 2020 where you asked for an update on two outstanding issues regarding the Orford Bird Sanctuary.

The first part of your question related to the process regarding the community consultation on this matter to which the General Manager provided a response.

The second part of your question related to a question that you had raised at the 28 January 2020 ordinary Council meeting to which the General Manager responded advising that he would need to check the minutes of that meeting and took the question on notice.

I have since referred to the minutes of the January 2020 Council meeting and your questions on notice and the responses provided by the General Manager at that time, being:

Mr Wayne Murray (Questions on Notice – Ordinary Council Meeting – 28 January 2020)

- i. *Am I correct in my assumption that the rules regarding Conflict of Interest and Code of Conduct that apply to Councillors do not also strictly apply to the members of Section 24 Committees?*

Response from General Manager

The rules apply to both parties, with Councillors being covered by Local Government Act s.48, and all non-Councillors by s.48A, as per below:

48. *Declaration of pecuniary interest by councillor*
 - (1) *A councillor must not participate at any meeting of a council, council committee, special committee, controlling authority, single authority or joint authority in any discussion, nor vote on any matter, in respect of which the councillor–*
 - (a) *has an interest; or*
 - (b) *is aware or ought to be aware that a close associate has an interest.*
 - Penalty: Fine not exceeding 20 penalty units.*
 - (2) *A councillor must declare any interest that the councillor has in a matter before any discussion on that matter commences.*
 - Penalty: Fine not exceeding 50 penalty units.*

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(3) On declaring that he or she has an interest, the councillor is to leave the room in which the meeting is being held.

Penalty: Fine not exceeding 20 penalty units.

(4) The councillor, by notice in writing, is to advise the general manager of the details of any interest that the councillor has declared under this section within 7 days of so declaring.

Penalty: Fine not exceeding 20 penalty units.

(5) The general manager is to –

(a) ensure that the declaration of interest is recorded in the minutes of the meeting at which it is made; and

(b) record the details of any interest declared in the register of interests kept under section 54.

(6) In addition to any penalty imposed under this section, a court may make an order –

(a) barring the councillor from nominating as a candidate at any election for a period not exceeding 7 years; and

(b) dismissing the councillor from office.

48A. Declaration of pecuniary interest by member

(1) At any meeting of a special committee or controlling authority, or the board of a single authority or joint authority, a member must not participate in any discussion, or vote on any matter, in respect of which the member –

(a) has an interest; or

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

Penalty: Fine not exceeding 20 penalty units.

(2) A member must declare any interest that he or she has in a matter before any discussion on that matter commences.

Penalty: Fine not exceeding 50 penalty units.

(3) On declaring an interest that he or she has, the member is to leave the room in which the meeting is being held.

Penalty: Fine not exceeding 20 penalty units.

(4) A member of a special committee or controlling authority, by notice in writing, is to advise the general manager of the details of any interest that he or she has declared under this section within 7 days of that declaration.

Penalty: Fine not exceeding 20 penalty units.

(5) A member of a board of a single authority or joint authority, by notice in writing, is to advise the chief executive officer of that authority of the details of any interest declared by the member under this section within 7 days of that declaration.

Penalty: Fine not exceeding 20 penalty units.

(6) The general manager or chief executive officer is to –

(a) ensure that the declaration of interest is recorded in the minutes of the meeting at which it is made; and

(b) record the details of any declared interest in the register of interests kept under section 53B or 54A.

- ii. *I note, however, that the Chair of the Prosser River Mouth Advisory Committee asked for declarations of Interest or Conflict at the beginning of each meeting of this group, so I assume it is regarded as good practice to apply the rules in a similar fashion in this context.*

Response from General Manager

Yes, as the rules are applicable, as per Local Government Act s.48 and s.48A.



- iii. *Under such circumstances, is it appropriate for two members of this Committee to have promoted and voted on an item where it would likely be deemed that they had a Personal Pecuniary Interest as defined in Part 5 of the Local Government Act 1993?*

Response from General Manager

Your question appears to be hypothetical in nature, with the answer being no, it wouldn't be appropriate.

Where members of the public believe there has been a failure to declare a relevant interest, they can give notice to Council in accordance with the following provisions:

53. Notification of pecuniary interest

(1) Any person who considers that a councillor, member or member of an audit panel has an interest in a matter to be, or being, dealt with by a council, council committee, special committee, controlling authority or audit panel may notify the general manager in writing of that interest.

(2) On receipt of a notification, the general manager is to advise the following persons of the notification:

- (a) the councillor, member or member of an audit panel who is the subject of the notification;*
- (b) all other councillors, members or members of the audit panel.*

53A. Notification of pecuniary interest of member

(1) Any person who considers that a member of a board of a single authority or joint authority has an interest in a matter to be, or being, dealt with by a single authority or joint authority may notify the chief executive officer of that authority in writing of that interest.

(2) On receipt of a notification, the chief executive officer is to advise –

- (a) the chairperson; and*
- (b) the member who is the subject of the notification.*

In conclusion and in response to part two of your question taken on notice at the 24 March 2020 ordinary Council meeting and as previously responded to you by the General Manager, should you consider that a member or members of a Council Section 24 Special Committee have a potential interest in a matter to be, or being, dealt with by that Committee, please specify your concerns in writing to myself.

I trust the above response satisfactorily responds to your question.

Yours sincerely

Marissa Walters
Acting General Manager

5. Information Reports

5.1 Acting General Manager

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 2020 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm. The December 2020 ordinary meeting of Council will be held on Tuesday 15 December 2020 at 2.00pm.

Until further notice Council meetings will be held remotely via video conference in response to COVID-19 social gathering regulations. Members of the public will be unable to attend the meetings.

Workshops are scheduled for the second Tuesday of each month unless otherwise required and will be held remotely via video conferencing until further notice.

From April 2019 to March 2020, there was an average of 150 views per month of the live streamed Council meetings via the YouTube platform

The total number of views for each meeting video on YouTube as of 13 March 2020 are:

30 April 2019	181 views
28 May 2019	177 views
25 June 2019	115 views
23 July 2019	89 views
27 August 2019	162 views
24 September 2019	182 views
22 October 2019	126 views
26 November 2019	163 views
17 December 2019	168 views
14 January 2020	100 views (special Council meeting)
28 January 2020	195 views
29 February 2020	153 views
31 March 2020	Due to technical issues figures were not available at the time of preparing this report. Statistics will be recorded in the next available Council meeting agenda.

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.

The current Acting General Manager is reviewing the Draft Corporate Calendar which will be presented to a Council Workshop early May with a view to presenting the final version to the May 2020 ordinary meeting of Council.



<u>Property Settlement Certificates</u>										
	<u>2015/16</u>		<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>		<u>2019/20</u>	
	132	337	132	337	132	337	132	337	132	337
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	56	31
October	40	18	37	18	57	37	48	22	54	25
November	43	24	53	30	60	32	47	18	53	31
December	48	21	35	17	38	18	40	19	36	17
January	62	28	46	23	59	29	61	24	47	23
February	45	26	72	33	51	20	49	30	37	18
March	46	21	87	41	53	23	45	16	61	26
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		
Total	513	252	594	290	629	315	577	271	417	201
TOTAL	765		884		944		848		618	

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.



Profit and Loss

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	8,381,871	8,497,440	(115,569)	-1%	8,502,440	
Statutory Charges	429,205	420,547	8,658	2%	534,500	
User Charges	730,786	685,808	44,978	7%	805,050	
Grants	471,718	478,930	(7,212)	-2%	1,282,653	
Interest & Investment Revenue	243,735	89,100	154,635	174%	674,400	1
Contributions	45,016	29,600	15,416	52%	37,000	
Other Revenue	1,283,673	1,040,146	243,527	23%	1,729,083	2
Net Gain (Loss) on Disposal of Assets	83,184	0	83,184	0%	50,000	
Total Trading Income	11,669,188	11,241,571	427,617	4%	13,615,126	
Gross Profit	11,669,188	11,241,571	427,617	4%	13,615,126	
Capital Grants						
Grants Commonwealth Capital - Other	1,090,963	1,900,000	(809,037)	-43%	1,900,000	3
Grants Commonwealth Capital - Roads to Recovery	280,601	300,750	(20,149)	-7%	401,000	
Grants State Capital - Other	350,000	0	350,000	0%	0	
Total Capital Grants	1,721,564	2,200,750	(479,186)	-22%	2,301,000	
Other Income						
Other Income - PPRWS Reimbursement of Principal Loan	0	0	0	0%	61,394	
Total Other Income	0	0	0	0%	61,394	
Operating Expenses						
Employee Costs	3,538,625	3,859,995	(321,370)	-8%	5,174,067	
Materials & Services	4,750,262	4,311,621	438,641	10%	5,491,080	
Depreciation	1,752,363	1,752,363	0	0%	2,336,478	
Interest	98,362	171,774	(73,412)	-43%	229,035	4
Other Expenses	122,269	146,797	(24,528)	-17%	219,000	
Internal Plant used on Capital Jobs	(92,588)	(101,250)	8,662	-9%	(135,000)	
Employee Oncosts	(46,447)	53,688	(100,135)	187%	0	5
Total Operating Expenses	10,122,847	10,194,988	(72,141)	-1%	13,314,660	
Net Profit	1,546,341	1,046,583	499,758	48%	300,466	
Net Profit Including Capital Grants	3,267,905	3,247,333	20,572	1%	2,601,466	



Capital Works Program (Current Year WIP)

Work in Progress Capital Works - Plant Internal	92,588	0	92,588	0%	0
Work In Progress Payroll - Salaries and Wages	138,035	0	138,035	0%	0
Work in Progress Capital Works - On Costs	66,885	0	66,885	0%	0
Work in Progress Capital Works - Contractor Costs	3,790,612	0	3,790,612	0%	0
Work in Progress Capital Works - Other Costs	135,692	0	135,692	0%	0
Work in Progress Capital Works - Materials	515,890	0	515,890	0%	0
Work in Progress Capital Works - Consultancy	200,002	0	200,002	0%	0
Work in Progress Capital Works - Plant Hire External	89,377	0	89,377	0%	0
Total Capital Works Program (Current Year WIP)	5,029,082	0	5,029,082	0%	0

Notes

1. Interest & investment revenue is up \$155k on budget YTD due to the higher TasWater interim dividend; however the total investment revenue from TasWater is still expected to be \$200k down on original budget.
2. Other revenue is up \$243k on budget YTD due primarily to higher than expected revenue from medical income, commission earned and rental income.
3. Capital grants are down due to the timing of grant instalments in line with project completion milestones.
4. Interest expense is down \$73k due to the timing of payments.
5. Employee oncosts are down for the YTD due to the recovery of oncosts from capital works project and may also alter substantially at end of year on adjustment of employee leave provisions.

Statement of Financial Position

Glamorgan Spring Bay Council
As at 31 March 2020

	31 MAR 2020	30 JUN 2019
Assets		
Current Assets		
Cash & Cash Equivalents	2,382,850	3,805,456
Trade & Other Receivables	1,652,807	546,426
Inventories	26,817	26,817
Other Assets	101,623	101,840
Total Current Assets	4,164,097	4,480,539
Non-current Assets		
Trade & Other Receivables	15,257	15,257
Investment in Water Corporation	36,627,343	36,627,343
Property, Infrastructure, Plant & Equipment		
Fixed Assets	115,246,165	115,869,490
Work in Progress	4,910,735	4,910,735
Total Property, Infrastructure, Plant & Equipment	120,156,900	120,780,225
Total Non-current Assets	156,799,500	157,422,825
Total Assets	160,963,596	161,903,363
Liabilities		
Current Liabilities		
Trade & Other Payables	346,036	1,575,556
Trust Funds & Deposits	153,138	169,435
Provisions	750,592	750,592
Interest bearing Loans & Borrowings	168,901	1,402,911
Total Current Liabilities	1,418,667	3,898,493
Non-current Liabilities		
Provisions	114,059	114,059
Interest Bearing Loans & Borrowings	7,195,915	5,635,699
Total Non-current Liabilities	7,309,974	5,749,758
Total Liabilities	8,728,641	9,648,251
Net Assets	152,234,955	152,255,112
Equity		
Current Year Earnings	(20,157)	3,070,861
Equity - Surplus/Deficit Current Year	15,917,078	12,846,217
Equity - Surplus/Deficit Prior Years	60,905,527	60,905,527
Equity - Reserves	75,432,507	75,432,507
Total Equity	152,234,955	152,255,112



Statement of Cash Flows

Glamorgan Spring Bay Council For the 9 months ended 31 March 2020

	JUL 2019-MAR 2020	2019
Operating Activities		
Receipts from customers	10,093,436	11,716,062
Payments to suppliers and employees	(9,081,958)	(10,916,436)
Receipts from operating grants	471,718	1,380,641
Cash receipts from other operating activities	598,143	688,360
Net Cash Flows from Operating Activities	2,081,340	2,868,626
Investing Activities		
Proceeds from sale of property, plant and equipment	753,115	56,498
Payment for property, plant and equipment	(6,322,602)	(6,732,583)
Receipts from capital grants	1,756,564	2,737,745
Other cash items from investing activities	-	5,632
Net Cash Flows from Investing Activities	(3,812,922)	(3,932,708)
Financing Activities		
Trust funds & deposits	(16,297)	121,491
Net Proceeds/(Repayment) of Loans	325,273	3,266,680
Net Cash Flows from Financing Activities	308,976	3,388,171
Net Cash Flows	(1,422,606)	2,324,090
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	3,677,197	1,353,107
Cash and cash equivalents at end of period	2,254,591	3,677,197
Net change in cash for period	(1,422,606)	2,324,090

RATES BALANCE SHEET [12708] - 27-Mar-2020 16:33:56

Brought Forward Debit Total		\$225,662.38
Brought Forward Credit Total		-\$142,030.52
Previous Years Credits - Undone This Year		\$4,648.40
Previous Years Credits - Reinstated This Year		\$0.00
BALANCE BROUGHT FORWARD		\$88,280.26
PLUS		
Interest Charged		\$13,908.75
Penalty Charged		\$0.00
Rates Levied		\$8,603,780.12
Debit Journals	\$42,639.39 (less \$616.31 being since undone)	\$42,023.08
DEBIT TOTAL		\$8,659,711.95
LESS		
Receipts		\$6,954,513.34
Receipts Undone		-\$8,905.24
Discounts		\$54,630.86
Discounts Undone		-\$45.26
Pension Rebates		\$258,909.75
Credits Journals	\$92,051.02 (less \$4,685.55 being since undone)	\$87,365.47
Supplementary Credits		\$36,013.89
Other Credits		\$0.00
CREDIT TOTAL		\$7,382,482.81
THIS YEAR'S BALANCE		\$1,277,229.14
RATES BALANCE		\$1,365,509.40



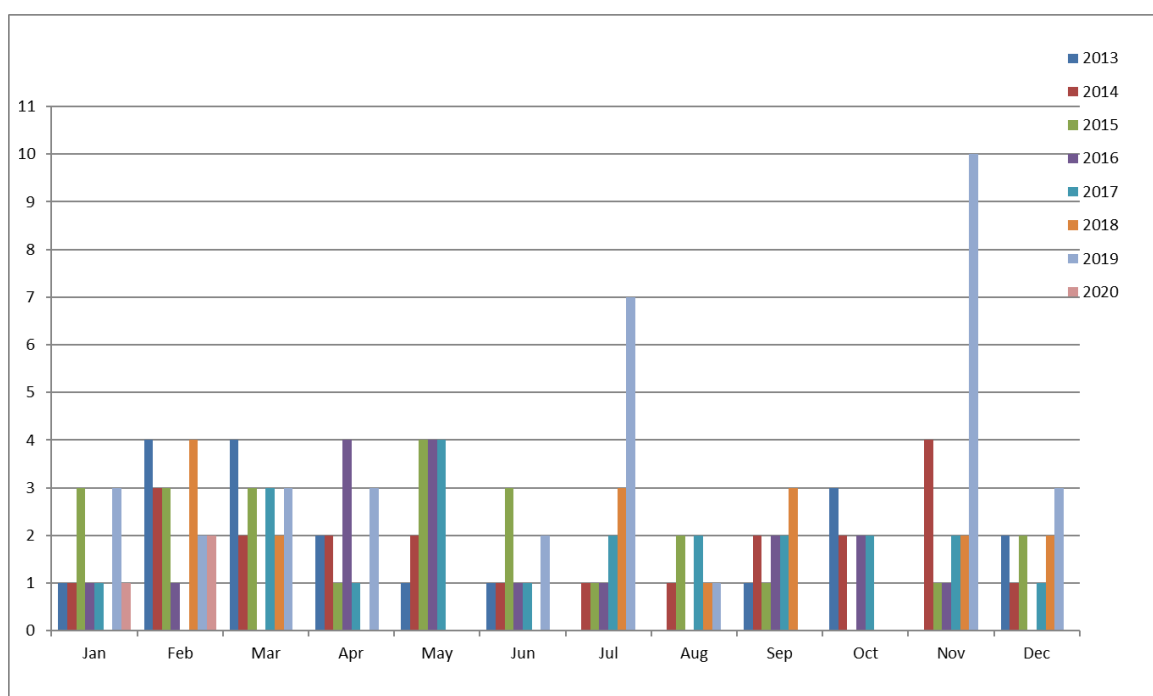
HUMAN RESOURCES

The COVID-19 situation has created a number of HR issues to work through and Council is currently working to utilise and/or redeploy all staff who are currently unable to perform their substantive roles. This mainly impacts the Visitor Information Centre staff members at this stage. We are working with LGAT, the State Government and the ASU to work through issues that arise due to the pandemic. We are updating staff as information becomes available. Due to technical issues/lack of internet coverage a handful of staff members are still working from the office on a regular basis, with staff following current social distancing and hygiene requirements.

Recruitment of a Works Manager is progressing. The Works Team Leader vacancy is being prepared for advertisement. The vacancies in Development Services are currently being reviewed.

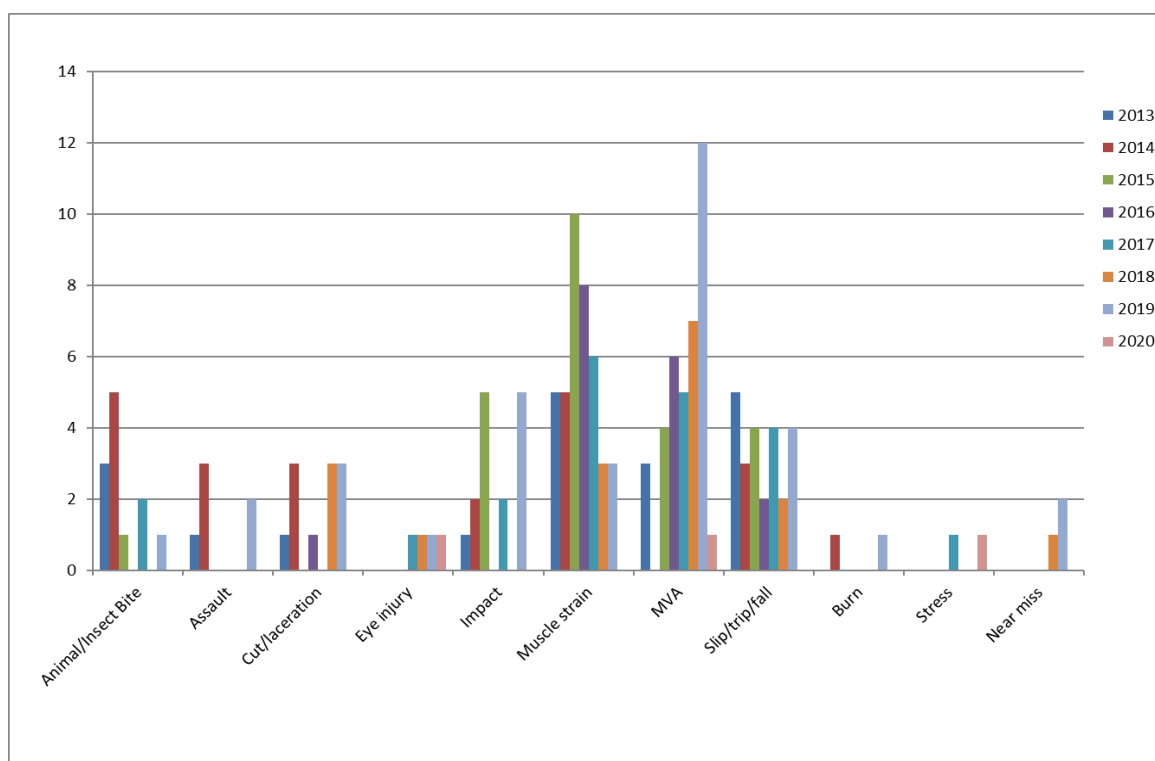
Health, Safety, Other

Incident/Accident Reporting Numbers November 2013 until March 2020





Incident / Accident Reporting by Type 2013 until March 2020



Analysis: No identifiable trends have been reported in 2020, MVA remain the main Incident / Accident I Near Miss area.

Motor Vehicle Reports in 2019 and 2020

Date	Details	Risk Level
31/01/2019	Drove car over piece of concrete, damage to vehicle	Low
5/02/2019	Rock hit windscreen from passing vehicle	Low
15/02/2019	Travelling with concrete in front bucket piece went through gear box	Low
26/03/2019	Mower slipped into culvert and hit rock retaining wall	Low
14/04/2019	Right hand side of vehicle hit a kangaroo, damage to vehicle	Medium
25/04/2019	Reversed truck into ute	Medium
11/07/2019	Hit other vehicle damage to right hand side mirror at low speed	Low
30/07/2019	Stone chip in windscreen	Low
31/07/2019	Reversing vehicle hit gate	Low
7/11/2019	Stone chip in windscreen	Low
11/11/2019	Reversed 10 yard truck into excavator damaging cab	Medium
19/11/2019	Stone chip in windscreen	Low
18/02/2020	Damage to passenger side front panel	Low



Visitor Centres

In an effort to limit the spread of COVID-19 by face-to-face contact and to comply with the new measures announced by the Australian and State Government, all Council owned and operated Visitor Information Centres were closed on the 27 March 2020 and will remain closed until further notice.

Visitor Numbers												
MONTH	BICHENO	BICHENO	BICHENO	SWANSEA	SWANSEA	SWANSEA	TRIABUNNA	TRIABUNNA	TRIABUNNA	TOTAL	TOTAL	TOTAL
	2017-2018	2018-2019	2019-2020	2017-2018	2018-2019	2019-2020	2017-2018	2018-2019	2019-2020	2017-2018	2018-2019	2019-2020
JULY	886	898	849	809	956	916	1,459	1,715	1,970	3,154	3,569	3,735
AUGUST	736	529	680	765	899	728	1,234	1,536	1,835	2,735	2,964	3,243
SEPTEMBER	1,285	1,309	1,283	973	1,179	987	2,566	3,173	4,334	4,824	5,661	6,604
OCTOBER	2,395	2,782	2,805	1,965	1,916	1,635	3,990	5,132	7,236	8,350	9,830	11,676
NOVEMBER	2,829	2,839	2,819	2,473	2,239	1,971	5,431	6,929	8,777	10,733	12,007	13,567
DECEMBER	3,368	3,624	3,377	2,424	2,351	2,006	7,057	11,016	11,967	12,849	16,991	17,350
JANUARY	6,111	6,360	5,191	4,689	4,035	2,793	10,252	17,482	16,213	21,052	27,877	24,197
FEBRUARY	4,733	4,732	4,226	3,774	3,333	2,203	9,213	14,589	12,754	17,720	22,654	19,183
MARCH	4,387	4,450	2,799	3,079	3,025	1,851	9,744	12,335	8,618	17,210	19,810	13,268
APRIL	2,829	2,938		2,266	2,159		6,526	11,530		11,621	16,627	0
MAY	1,158	1,067		1,341	1,071		2,652	3,313		5,151	5,451	0
JUNE	863	653		878	711		1,789	2,048		3,530	3,412	0
TOTAL	31,580	32,181	24,029	25,436	23,874	15,090	61,913	90,798	73,704	118,929	146,853	112,823



Profit and Loss - Governance

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	797,042	797,042	0	0%	797,042	
Statutory Charges	(290)	0	(290)	0%	0	
Other Revenue	(72)	0	(72)	0%	0	
Net Gain/Loss Assets - Gross sales revenue of asset	250	0	250	0%	0	
Total Trading Income	796,931	797,042	(111)	0%	797,042	
Gross Profit	796,931	797,042	(111)	0%	797,042	
Operating Expenses						
Employee Costs	411,446	402,261	9,185	2%	492,996	
Materials & Services	131,163	81,048	50,115	62%	106,046	1
Depreciation	37,501	37,501	0	0%	50,000	
Other Expenses	109,520	110,999	(1,479)	-1%	148,000	
Net Gain/Loss Assets - W.D.V. of asset sold	4,497	0	4,497	0%	0	
Total Operating Expenses	694,127	631,809	62,318	10%	797,042	
Net Profit	102,804	165,233	(62,429)	-38%	0	

Notes

1. Materials and services are up \$50k on budget YTD due to increased contractor costs.



Profit and Loss – Safety & Risk

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	106,865	106,865	0	0%	106,865	
Total Trading Income	106,865	106,865	0	0%	106,865	
Gross Profit	106,865	106,865	0	0%	106,865	
Operating Expenses						
Employee Costs	36,193	71,912	(35,719)	-50%	95,877	1
Materials & Services	4,076	7,573	(3,497)	-46%	10,100	
Depreciation	666	666	0	0%	888	
Total Operating Expenses	40,935	80,151	(39,216)	-49%	106,865	
Net Profit	65,930	26,714	39,216	147%	0	

Notes

1. Employee costs are down \$36k on budget YTD.



Profit and Loss - Medical Centres

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	474,724	467,120	7,604	2%	467,120	
Interest & Investment Revenue	0	153	(153)	-100%	200	
Other Revenue	740,210	692,003	48,207	7%	946,000	
Total Trading Income	1,214,934	1,159,276	55,658	5%	1,413,320	
Gross Profit	1,214,934	1,159,276	55,658	5%	1,413,320	
Operating Expenses						
Employee Costs	400,415	431,667	(31,252)	-7%	575,557	
Materials & Services	607,309	628,742	(21,433)	-3%	837,111	
Depreciation	66,528	66,528	0	0%	88,700	
Interest	1,075	1,035	40	4%	1,377	
Total Operating Expenses	1,075,327	1,127,972	(52,645)	-5%	1,502,745	
Net Profit	139,606	31,304	108,302	346%	(89,425)	



Profit and Loss – Visitor Information Centres

Glamorgan Spring Bay Council

For the 3 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	318,497	318,497	0	0%	318,497	
User Charges	303,068	236,250	66,818	28%	315,000	1
Other Revenue	58,815	40,124	18,691	47%	53,500	2
Total Trading Income	680,380	594,871	85,509	14%	686,997	
Gross Profit	680,380	594,871	85,509	14%	686,997	
Operating Expenses						
Employee Costs	393,889	373,210	20,679	6%	497,617	3
Materials & Services	192,709	139,046	53,663	39%	185,380	4
Depreciation	2,999	2,999	0	0%	4,000	
Total Operating Expenses	589,596	515,255	74,341	14%	686,997	
Net Profit	90,783	79,616	11,167	14%	0	

Notes

1. User charges are up 28% on budget YTD. However now that the centres are closed no additional revenue is forecast for the remainder of the financial year.
2. Other revenue is up \$19k on budget YTD and is exceeding the annual budget. However no additional revenue is forecast for the remainder of the year.
3. Employee costs are up 6% on budget YTD due to seasonal activity.
4. Materials and services are up \$54k or 39% on budget YTD, which relates to stock which is sold through the VICs; however there should be minimal additional costs incurred for the remainder of the year.



Profit and Loss - Tourism

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
Trading Income					
Rate Revenue	64,500	64,500	0	0%	64,500
Total Trading Income	64,500	64,500	0	0%	64,500
Gross Profit	64,500	64,500	0	0%	64,500
Operating Expenses					
Materials & Services	60,173	48,375	11,798	24%	64,500
Total Operating Expenses	60,173	48,375	11,798	24%	64,500
Net Profit	4,327	16,125	(11,798)	-73%	0



Profit and Loss - Economic Development

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
Trading Income					
Rate Revenue	21,500	21,500	0	0%	21,500
Total Trading Income	21,500	21,500	0	0%	21,500
Gross Profit	21,500	21,500	0	0%	21,500
Operating Expenses					
Materials & Services	7,396	12,375	(4,979)	-40%	16,500
Total Operating Expenses	7,396	12,375	(4,979)	-40%	16,500
Net Profit	14,104	9,125	4,979	55%	5,000



Profit and Loss - Corporate Services

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	18/19 Actual	Notes
Trading Income							
Rate Revenue	1,237,536	1,369,830	(132,294)	-10%	1,374,830	6,258,879	
Statutory Charges	59,703	72,072	(12,369)	-17%	95,100	90,142	
Grants	96,833	93,000	3,833	4%	250,653	285,424	
Interest & Investment Revenue	241,660	87,600	154,060	176%	674,200	464,645	1
Other Revenue	308,078	271,753	36,325	13%	279,000	295,612	
Net Gain/Loss Assets - Gross sales revenue of asset	12	0	12	0%	0	0	
Total Trading Income	1,943,822	1,894,255	49,567	3%	2,673,783	7,394,703	
Gross Profit	1,943,822	1,894,255	49,567	3%	2,673,783	7,394,703	
Capital Grants							
Grants Commonwealth Capital - Other	500,000	1,000,000	(500,000)	-50%	1,000,000	0	2
Total Capital Grants	500,000	1,000,000	(500,000)	-50%	1,000,000	0	
Operating Expenses							
Employee Costs	387,567	602,302	(214,735)	-36%	802,724	464,747	3
Materials & Services	1,150,567	1,265,752	(115,185)	-9%	1,500,190	1,537,696	4
Depreciation	46,503	46,503	0	0%	62,000	62,325	
Interest	(2,314)	3,753	(6,067)	-162%	5,000	11,035	5
Other Expenses	12,698	34,500	(21,802)	-63%	71,000	61,275	
Total Operating Expenses	1,595,022	1,952,810	(357,788)	-18%	2,440,914	2,137,078	
Net Profit	348,800	(58,555)	407,355	-696%	232,869	5,257,625	

Notes

1. Interest and investment revenue is up \$154k on budget YTD due the higher TasWater interim dividend. However is expected to be on track to meet budget by end of year. This is not additional revenue.
2. Capital grants are down \$500k for the budget YTD due to the timing of payments. Remainder will be paid after completion of projects. We have been advised that 10% or \$100k will be held over and paid next financial year after the projects have been audited.
3. Employee costs are down \$215k on budget YTD due to vacancies.
4. Materials and services are down \$115k or 9% on budget YTD, primarily due to the timing of the State Fire Levy quarterly instalment.
5. Interest is down \$2k on budget YTD, however this only relates to the timing of payments and accruals.



5.2 Works & Infrastructure

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

Please note: As the role of Manager Works is currently vacant no update is provided in respect to general maintenance and waste management statistics. It is envisaged that upon appointment to the role of Works Manager, a detailed report will be made available at the next ordinary Council meeting thereafter.

Profit and Loss - Works

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	3,789,206	3,780,084	9,122	0%	3,780,084	
User Charges	69,433	67,698	1,735	3%	90,250	
Grants	373,885	385,500	(11,616)	-3%	1,032,000	
Other Revenue	81,292	10,035	71,257	710%	13,383	1
Net Gain/Loss Assets - Gross sales revenue of asset	6,251	0	6,251	0%	0	
Total Trading Income	4,320,067	4,243,317	76,750	2%	4,915,717	
Gross Profit	4,320,067	4,243,317	76,750	2%	4,915,717	
Capital Grants						
Grants Commonwealth Capital - Roads to Recovery	280,601	300,750	(20,149)	-7%	401,000	
Grants State Capital - Other	350,000	0	350,000	0%	0	
Total Capital Grants	630,601	300,750	329,851	110%	401,000	
Operating Expenses						
Employee Costs	1,145,000	1,150,254	(5,254)	0%	1,520,027	
Materials & Services	1,601,314	1,355,713	245,601	18%	1,797,125	2
Depreciation	1,129,275	1,129,275	0	0%	1,505,700	
Interest	2,378	2,736	(358)	-13%	3,644	
Internal Plant Hire	76	0	76	0%	0	
Total Operating Expenses	3,878,042	3,637,978	240,064	7%	4,826,496	
Net Profit	442,025	605,339	(163,314)	-27%	89,221	

Notes

1. Other revenue is up \$71k on budget YTD. This is primarily due to insurance claims and income received for the Tasman Highway Contract in July.
2. Materials and services is \$246k up on budget YTD, this is mainly due to the purchase of gravel for roads maintenance, the removal of unsafe trees, increased internal plant hire, cleaning materials and fuel costs.



2019 - 2020 CAPITAL NEW // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
as at 31 March 2020						
Department	Description	Budget Est - adopted	Govt Funding (drought relief)	Invoices rec'd to date	On-Site Progress*	Comments
Roads, Footpaths, Kerbs						
Buckland - Nugent Road R2R	Prep and bitumen seal 6000m	139,899	-	4,232	5%	Fully Funded by RTR - \$330,000 (additional funding of \$200,543)
Dolphin Sands		-	-	73,163	5%	Grant Deed signed
Saltworks - Saltworks Road	Bitumen Sealing 700m	45,000	-	215	Complete	Project completed 2018- 19
	SUB TOTAL	184,899	-	77,610		
PG, Walking Tracks, Cemeteries						
Bicheno Rec Ground	New Cricket Practice Nets / Surface	-	7,000	6,000	Complete	Fully Funded (FF)
Coles Bay Boat Trailer Parking	New carparks and footpath	400,000	-	176,159	70%	New DPIPWE Grant
Buckland Walk	Construct River Walk	32,000	-	21,762	30%	Grant Deed signed
Orford Rec Ground	New Cricket Practice Nets / Surface	-	40,000	35,220	90%	FF
Triabunna - Rec Ground	Electronic Score Board	-	20,000	21,036	90%	FF
Triabunna - Tennis Courts	Relocate to RecGround	-	250,000	204,643	80%	FF (\$10k contribution Tennis Club)
Buckland Dog Exercise Yard	Develop	-	20,000	3,144	50%	FF (in progress)
Orford Dog Exercise Yard	Develop	-	20,000	2,121	50%	FF (in progress)
Swansea Dog Exercise Yard	Develop	-	20,000	11,054	80%	FF (in progress)



2019 - 2020 CAPITAL NEW // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
as at 31 March 2020						
Department	Description	Budget Est - adopted	Govt Funding (drought relief)	Invoices rec'd to date	On-Site Progress*	Comments
Swanwick Dog Exercise Yard	Develop	-	20,000	12,954	80%	FF (in progress)
Triabunna Dog Exercise Yard	Develop	-	20,000	11,547	80%	FF (in progress)
	SUB TOTAL	432,000	417,000	505,640		
Council Buildings						
Swansea Loo with a View	New constructed toilets / disability access	200,000	-	133,233	70%	Council to consider relocation
Dog Control	Microchip reading stick	5,000	-	-	50%	Moved to operational
Triabunna Old Offices	Relocate Memorial	30,000	-	680	10%	Waiting RSL advice re centotaph
Triabunna Clubrooms	Install catch nets for window protection	20,000	-	8,900	Complete	
Triabunna Clubrooms	c/fwd project from 18/19	-	-	29,205	Complete	Late invoices from 18-19
Bicheno Hall	New Chairs	-	17,500	19,485	Complete	FF (ordered)
Coles Bay Hall	New Chairs	-	14,000	15,700	Complete	FF (ordered)
	SUB TOTAL	255,000	31,500	207,203		
Plant & Equipment						
Excavator 1.5T and Trailer		48,000	-	94,216	Complete	Cost relocated to replacement
IT Equipment		-	-	1,957	Complete	Planning Computer
	SUB TOTAL	48,000	-	96,173		
Municipal						



2019 - 2020 CAPITAL NEW // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
as at 31 March 2020						
Department	Description	Budget Est - adopted	Govt Funding (drought relief)	Invoices rec'd to date	On-Site Progress*	Comments
Event	Allocation for Education	-	30,000	8,626	Complete	Peter Andrews visit
	SUB TOTAL	-	30,000	8,626		
	CAPITAL TOTAL - NEW	919,899	478,500	895,252		



2019 - 2020 CAPITAL RENEWAL // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
as at 31 March 2020						
Department	Description	Budget Est - adopted	Govt Funding (drought relief)	Invoices rec'd to date	On-Site Progress*	Comments
Sealed Road Pavements						
Sealed Road Pavement Assessments	General Road Pavement Condition Inspection	25,000	-	-	0%	
Swansea Road Repairs	General Road Repairs Swansea	30,000	-	211	10%	
Bicheno Road Repairs	General Road Repairs Bicheno	30,000	-	211	10%	
Coles Bay Road Repairs	General Road Repairs Coles Bay	30,000	-	-	0%	
Orford Road Repairs	General Road Repairs Orford	30,000	-	-	0%	
Orford - Jetty Road R2R	Rheban Road to West Shelly Road (460m x 6.5m)	225,601	-	225,601	Complete	Fully Funded by RTR
Orford - Louisville Road	Additional funds to complete project	30,000	-	19,837	Complete	
Buckland Road Repairs	General Road Repairs Buckland	30,000	-	-	0%	
Triabunna Road Repairs	General Road Repairs Triabunna	30,000	-	30,335	Complete	
	SUB TOTAL	460,601	-	276,195		
Sealed Roads						
Various locations						
Buckland	Jetpatcher costs	25,000	-	8,085	40%	
Triabunna	Jetpatcher costs	35,000	-	47,851	100%	



as at 31 March 2020		2019 - 2020 CAPITAL RENEWAL	//	BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA		
Orford	Jetpatcher costs	35,000	-	26,354	80%	
Swansea	Jetpatcher costs	35,000	-	37,025	Complete	
Bicheno	Jetpatcher costs	35,000	-	24,403	80%	
Coles Bay/Swanwick	Jetpatcher costs	35,000	-	25,120	80%	
	SUB TOTAL	200,000	-	168,837		
Unsealed Road Pavements						
Gravel Roads - General	Resheeting - general	225,000	-	243,235	Complete	
Orford - Alice Street	Tasman Highway to Russell Street	49,000	-	46,103	Complete	Council contribution
	SUB TOTAL	274,000	-	289,337		
Stormwater & Drainage						
Orford - Rheban Road	West Shelly properties - drainage works	12,000	-	-	0%	
		12,000	-	-		
Bridges and Culverts						
General Structures	Required repair works to a number of structures	60,000	-	9,723	20%	Works commenced
Old Coach Road R2R	Replace timber deck to concrete	55,000	-	53,854	Complete	Fully Funded by RTR
	SUB TOTAL	115,000	-	63,577		
Parks & Reserves						
Coles Bay Reserve	Playground Rejuvenation Hall Surrounds	-	40,000	26,596	70%	FF
Swanwick Reserve	Playground Rejuvenation	-	20,000	3,907	20%	FF



as at 31 March 2020		2019 - 2020 CAPITAL RENEWAL	//	BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA		
Bicheno Lions Park	Playground / Amenities Rejuvenation / Fence	-	40,000	32,822	Complete	FF
Bicheno Foreshore Track	Replace old timber walkway bridge (northern end)	25,000	-	26,289		Project allocation to be reviewed
Buckland Reserve	Playground / Amenities Rejuvenation	-	5,000	1,500	80%	FF
Triabunna Seafarers Memorial	Replace flagpole masts	10,000	-	1,054	50%	Repaired 1 flagpole
Swansea Rec Ground	Refurbish Scorers Box - awning over servery	-	25,000	15,215	80%	FF
	SUB TOTAL	35,000	130,000	107,383		
Council Buildings						
Bicheno - Gulch Toilet	Building extension	-	60,000	31,778	90%	FF
Bicheno Hall	Floor Sanding, Paint, window coverings, stage carpet	-	40,000	23,372	90%	FF
Coles Bay Reserve	Subsurface Irrigation replacement	20,000	-	20,256	Complete	
Coles Bay Hall	Floor Sanding, painting, carpet, window curtains	-	47,000	23,886	90%	
Coles Bay Toilets	Refurbish Hall Toilets	-	20,000	33,624	Complete	FF
Cranbrook Hall	Paint	-	10,000	4,182	90%	FF - New Budget Line
Swansea Depot Sheds	storage bays - 2 Mus / 3 Depot / 2 Bdg Dept / 2 NRM	25,000	-	30,443	80%	
Swansea Old SES Building	Community Shed / Re-use Shop	-	184,500	157,823	70%	FF
Triabunna Depot	Dog pound upgrade - incl power and security	12,600	-	740	20%	
Swansea Depot	Dog Pound Upgrade	7,000	-	-	0%	
Bicheno Depot	Dog Pound Upgrade	7,000	-	-	0%	



2019 - 2020 CAPITAL RENEWAL // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
as at 31 March 2020						
Triabunna Community Hall	Kitchen Renovations	-	20,000	23,826	Complete	FF (plus committee contribution)
Asbestos Assessment and Register	For all Council Buildings as per Building regulations	20,000	-	-	0%	
	SUB TOTAL	91,600	381,500	349,929		
Plant & Equipment						
Bicheno Depot - Trailer	Heavy duty box trailer with brakes	3,800	-	2,216	Complete	Purchased
	SUB TOTAL	3,800	-	2,216		
	CAPITAL TOTAL - RENEWAL	1,192,001	511,500	1,257,476		
Water Scheme						
Prosser Plains Raw Water Scheme		3,000,000	-	2,877,624	Commissioning	BBR Grant/Loan
	SUB TOTAL	3,000,000	-	2,877,624		
	CAPITAL TOTAL - NEW & RENEWAL	\$ 5,111,900	\$ 990,000	\$ 5,030,352		

	\$
82%	Expenditure

Adopted Budget 2019-2020 / 'Total Capital Works' \$5,711,900 (New Grant \$400,000 now included)

* Status of onground works - project final invoicing may still be outstanding

2019-2020 R2R allocation \$601,630 (additional Drought Extension funding of \$200,543 included)

5.3 Acting Manager Development & Compliance – Mr. Adrian O’Leary

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

Animal Control

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 2 contractors namely a building surveyor and a plumbing inspector. Applications are being processed within the required timeframes.

Statutory Planning

The planning department consists of one full-time Graduate Planner, one full-time casual Planning Technical Officer, one .6FTE Senior Planning Consultant, and several Consultant Planners.

Bendigo Bank

The Bendigo Bank Agency is now closed permanently.



April 2020

ANIMAL CONTROL	MTD	YTD
Dogs Registered	25	1040
Kennel Licences Issued/Renewed	0	4
Dogs Impounded	2	7
Dogs Seized	0	0
Dogs Surrendered	1	4
Dogs Euthanized	1	2
Dogs at Large	2	37
Dogs placed with Dogs' Homes of Tasmania	0	3
Caution Notices Issued	0	6
Complaints	1	14
Infringements	2	15
Lost Dog calls	2	17
Other	2	25
Fire Abatement Enquires/Complaints	0	53
Cat Enquires/Complaints	0	6
Livestock Enquires/Complaints	0	7
ENVIRONMENTAL HEALTH	MTD	YTD
Immunisations	25	39
Food Business Registrations	1	135
Temporary Food Business Registrations/Assessments	0	15
Food Business Inspections	5	88
Place of Assembly Licences	0	0
Environmental Nuisances	3	28
Littering	0	1
Abatement Notices	0	0
Notifiable Diseases	0	0
Recreational Water Sampling	14	98
Suppliers of Private Water	0	0
Water Carriers	0	8
Regulated System Registration	0	1
Major Incidents notified to DPIPWE	0	0
Complaints (Noise/On-Site Waste Water/Other)	2	26
Inspections (Water Carrier/Other)	0	0
On-site Wastewater Assessments/Permits	3	46
Form 49 & 50 Assessments/Inspections	1	8
Food Business Enquiries (New Businesses)	2	28
Food Sampling/Surveys	0	0
Development Application Assessments	3	25
BENDIGO BANK		
Deposits	89	1085
Withdrawals	15	228
Transfers	3	40
New Accounts	0	0
Requests for Change	13	177
Other	7	30
No of days whereby no transactions/enquiries carried out	1	8



PLANNING	MTD	YTD
Development Applications		
<i>Received</i>	30	310
<i>Visitor Accommodation</i>	-	104
<i>Dwellings (including dwelling plus outbuilding)</i>	5	69
<i>Outbuildings (no dwelling)</i>	5	58
<i>Additions / alterations</i>	4	26
<i>Signage</i>	-	7
<i>Multiple dwellings</i>	-	2
<i>DAs approved</i>	2	176
Subdivision Applications		
<i>Received</i>	3	26
<i>No. of lots</i>	19	
<i>SAs approved</i>	1	8
Applications advertised	10	
Other Applications		
<i>Stratum Title Applications</i>	-	-
<i>Final Plans for Sealing</i>	2	-
<i>Petitions to Amend a Sealed Plan</i>	1	-

Building Approvals	March 2020	2019-2020	2018-2019
Work Category	Month	Year To Date	Previous YTD
Permit Required	6	68	91
Notifiable Building	3	54	75
Low Risk 1	0	11	29
Low Risk 2	2	11	1
Building Certificate	0	1	2
Permit of Substantial Compliance	0	0	2
Value of Work	\$ 2,200,248.00	\$20,329,263.00	\$32,319,963.00
Compliance			
Building Notices Issued	0	2	1
Building Orders Issued	0	1	0
Planning - Notice of Suspected Contravention	0	0	0
Planning - General	0	0	2

5.4 Manager Community Development – Mrs. Lona Turvey

Community Development

Spring Bay Elderly Persons Units

As previously advised, Unit 4 at the Spring Bay Elderly Persons Units has been vacated. The carpets have been cleaned and painting of the unit is almost complete. Expressions of interest will be advertised in the coming week.

Kodi's Army – "Hay, Let's Bail a Farmer Out"

Kodi's Army and various other clubs and organisation from around the north and south of the State delivered hay bales to the East Coast on Saturday, 28 March. The hay was delivered to a property in Swansea which was used as a collection point. Twenty local farmers were recipients of the hay run.

Unfortunately, because of COVID-19, the barbecue which was planned for the volunteers was cancelled.

Kindness Bags

Community Development staff have put together some "Kindness Bags" for elderly, vulnerable people living alone in our community with limited or no support from family and friends. These bags contain information on COVID-19, word search puzzles, large print crosswords, a Guide to Services from Buckland to Swansea developed by Eastcoast Regional Development Organisation and some small grocery items and chocolates. It is hoped that these bags may help to lift the spirits of some of our elderly residents and let them know that Council is thinking of them. A number of Councillors have kindly offered to help deliver some of these bags in their local communities

Staff are also making telephone calls to elderly people to check on them and to see if they require any assistance.

Cancellation of Events

A number of events have been cancelled or postponed due to COVID-19. These include Southern Tasmanian Student Leaders' Conference 2020, Reclink Youth AFL Football League, Wesley LifeForce Suicide Prevention Networks Community Meeting in Swansea, Festival of Voices and Sally Wise Cooking Class. It is hoped that some of these events will be rescheduled later in the year.

Community Small Grants Programme

NAME	DONATED	COUNCIL MINUTE
Rural Alive and Well Inc.	1,000	131/19
Spring Bay Maritime & Discovery Centre Inc. Spring Bay Community Shed	1,000	132/19
Buckland Cricket Club	1,000	148/19
Spring Bay Community Boat Shed	1,000	149/19
Olivia Connors – Representing Tasmanian in the National Championships – In-Line Hockey Australia	200	
Eastcoast Regional Development Organisation Inc.	500	168/19
Orford Primary School	200	169/19
Swansea Community Christmas	500	170/19
Bicheno Memorial Hall	1,000	206/19
Coles Bay Volunteer Fire Brigade	500	218/19
Buckland Volunteer Fire Brigade	500	223/19
Freycinet Association Inc.	500	226/19
Lions Club of Spring Bay – Christmas Parade	1, 000	227/19
Triabunna Volunteer Fire Brigade	500	228/19
Schools End of Year Book Prizes	650	219/19
Jemma Clark (representing the State internationally)	200	
Bicheno Community Development	500	23/20
Coles Bay Half Triathlon	1,500	24/20
Freycinet Association Inc.	1,000	25/20
Spring Bay Suicide Prevention Network	2,000	26/20
Bicheno RSL Sub-Branch	1,000	53/20
Freycinet Volunteer Marine Rescue Association	1,000	54/20
Swansea Primary School	350	84/20
Swansea Cricket Club	1,000	85/20
Total	18,600	

Profit and Loss - Community Development

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	287,843	287,843	0	0%	287,843	
Interest & Investment Revenue	2,075	0	2,075	0%	0	
Other Revenue	44,911	10,467	34,444	329%	13,950	1
Net Gain/Loss Assets - Gross sales revenue of asset	(98)	0	(98)	0%	0	
Total Trading Income	334,732	298,310	36,422	12%	301,793	
Gross Profit	334,732	298,310	36,422	12%	301,793	
Operating Expenses						
Employee Costs	110,968	112,909	(1,941)	-2%	150,543	
Materials & Services	74,138	91,126	(16,988)	-19%	121,250	
Depreciation	22,500	22,500	0	0%	30,000	
Net Gain/Loss Assets - W.D.V. of asset sold	472	0	472	0%	0	
Total Operating Expenses	208,078	226,535	(18,457)	-8%	301,793	
Net Profit	126,654	71,775	54,879	76%	0	

Notes

1. Other revenue is up \$34k which relates to Eldercare unit rental income now recorded under Community Development.

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.

Drought Communities Programme

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

The criteria for the grant is to refurbish and improve Council owned Community infrastructure.

Many of the components of the project have now been completed. The remainder of the works to be completed in May.

Swanwick Recreation Ground

The dog exercise areas small and large are fenced at the Swanwick recreation ground. Contractors will install a shelter and seats.

Water pedestals are being constructed for all areas and will be installed.

Swansea Recreation Ground

The Scorers shed at the Swansea recreation ground is being refurbished with new roofing and cladding and a new window. This project was to be completed over the next month but we have experienced some delays during the COVID-19 pandemic.

An awning has been installed above the kiosk window at the clubrooms.

Swansea Dog Exercise Yard

The dog exercise areas small and large are fenced at the Swansea ground adjacent to the Golf Course.

Contractors will install a shelter and seats.

Water pedestals are being constructed for all areas and will be installed.

Due for completion in May.

Swansea Community Hub

The old SES building in **Swansea** is currently being refurbished into the Swansea Community Hub.

The refurbished building will consist of a community meeting room with adjacent kitchen and toilet facilities including disabled access facilities. The Hub will also incorporate a Re-use shop and a community shed. The internal painting is being done by volunteer labor to save on costs.

The central section of the Community Hub which will be used for community meetings has been plastered and painted.

The toilets, kitchen and meeting room are nearly completed.

The community shed section of the building will be painted when the volunteers are able to come back to the building. The volunteers are waiting for the COVID-19 pandemic to ease before they return.

The community shed will be fitted out with equipment purchased with the savings from the work done by the volunteer painters.

Triabunna Recreation Ground Score Board

The new electronic score board at the Triabunna Recreation ground has been installed and connected. Funding for this Scoreboard came through the Drought Communities Grant funding.



Triabunna Tennis Courts

The new tennis courts at the Triabunna Recreation ground are complete. The courts have been sealed with a Plexipave asphalt for a softer playing surface. The new clubroom is now under construction.



Triabunna Dog Exercise Area

The dog exercise areas small and large are fenced at the Triabunna recreation ground.

Contractors will install a shelter and seats.

Water pedestals are being constructed for all areas and will be installed.

Due for completion in May.

Orford Dog Exercise Area

The dog exercise areas small and large are fenced at the Orford Cricket ground. Contractors will install a shelter and seats.

Water pedestals are being constructed for all areas and will be installed.

Due for completion in May.

Buckland Dog Exercise Area

The dog exercise areas small and large are fenced at the Buckland Cricket ground. Contractors will install a shelter and seats.

Water pedestals are being constructed for all areas and will be installed.

Due for completion in May.

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.

Profit and Loss - Buildings & Facilities & Marina

Glamorgan Spring Bay Council
For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	467,634	467,634	0	0%	467,634	
User Charges	319,786	342,247	(22,461)	-7%	379,000	1
Other Revenue	109,795	1,503	108,292	7205%	52,000	2
Total Trading Income	897,215	811,384	85,831	11%	898,634	
Gross Profit	897,215	811,384	85,831	11%	898,634	
Operating Expenses						
Employee Costs	141,065	133,713	7,352	5%	178,290	
Materials & Services	273,593	235,588	38,005	16%	307,568	3
Depreciation	237,852	237,852	0	0%	317,130	
Interest	43,928	71,739	(27,811)	-39%	95,646	4
Other Expenses	51	0	51	0%	0	
Total Operating Expenses	696,489	678,892	17,597	3%	898,634	
Net Profit	200,726	132,492	68,234	52%	0	

Notes

1. User charges are down \$22k or 7% on budget YTD in relation to Marina & Wharf charges, this is currently due to timing of payment arrangements. The impact of COVID19 on Marina charges is unknown at this stage.
2. Other revenue is up \$108k which primarily relates to the profit on sale of the old Council Chambers.
3. Materials and services are up \$38k on budget YTD, which primarily relates to property maintenance and increased water and sewerage charges.
4. Interest charges are down due to timing of loan repayments.

5.6 Manager Natural Resource Management, Ms Melanie Kelly

Manager Natural Resource Management – Ms Melanie Kelly

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

Initial discussions underway regarding undertaking another Great Eastern Clean Up (GECU) event in the Buckland area regularly targeted by wood hookers. The GECU is on hold for the time being due to COVID-19.

Catchments to Coast

NRM South are in negotiations with the Federal Government regarding the Ramsar project '*Improved Ecological Character of Moulting Lagoon and Apsley Marshes Ramsar sites*' submitted by NRM South. Council is listed as a project delivery partner and steering committee member in the proposal and contributed significant resources to the project development. Council NRM staff are in ongoing discussions with NRM South regarding the outcomes of these negotiations.

Continue to implement the GSB Weed Management Plan.

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

Negotiations are underway with DPIPW Biosecurity Branch regarding the *Drought and Weed Management Project* funded from the Tasmanian Weed Fund for funding to subsidise a Council officer and provided limited devolved funding for drought affected primary producer to control weeds. Collaboration with other drought affected municipalities will be a key element of the project delivery to ensure economies of scale and a landscape approach to delivery.

Declared weed officers will cease to issue weed notifications at this time however will continue to provide advice and support to landholders with weed issues if and when appropriate and safe to do so.

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. On ground works within both GSB and the Tasman municipality are well underway in line with funding timelines. A model to assist in determining the most strategic approach to searching for outlier plants has been developed in consultation with Insight GIS and will be field tested over the next few months subject to all social distancing requirements. Three more news articles are required to be written as per the project funding agreement. Due to COVID-19 the field day has been postponed.

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 although only remotely until the further advice regarding the ability for S24 committees to meet again.

NRM Committee

GSB NRM Committee meeting no. 66 was held on Wednesday 12th February 2020 at the Buckland Hall. The next Committee meeting was scheduled to be held on Wednesday 13th May. Due to COVID-19, section 24 Committee meetings are cancelled until further notice.

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), Friends of Triabunna Reserves, the Bushland Gardens Committee, the Pulchella Community Nursery Landcare Group and the Orford Community Group (OCG) as well as individual volunteers.

Southern Cat Management Working Group

Continued participation in this working group. The group has sought support for the development of a regional cat management plan from councils in southern Tasmania via the Southern Tasmanian Councils Authority (STCA). The group is running two workshops over February and March to come up with action plan ideas to incorporate into a southern plan.

This rollout of this process is currently being reviewed due to the COVID-19 situation. The March meeting is being rescheduled to be held remotely.

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

Regional Climate Change Initiative (RCCI)

The STCA's climate change program (RCCI) for 2019 -2020 includes three key projects, the preparation of:

- Climate Profiles for each of the southern councils municipal area based on the UTAS Climate Futures Program;
- Regional Coastal Hazards Strategy; and
- Regional Climate Change Strategy and Council Climate Action Plans.

The Climate Profiles and Regional Coastal Strategy are both at stages where the next steps are to present and seek input from Councillors and/or Senior Management. A workshop has been organised to this end however has had to be rescheduled.

In the case of the Climate Profiles this is to upskill in terms of understanding their local climate risk profiles (up to 2100); and in terms of the Regional Coastal Strategy to seek their input into local values and help in their understanding of coastal processes and hazards.

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.

As many Community Events are currently being cancelled due to COVID-19 NRM attendance and participation will be restricted until further notice.

The Great Eastern Clean Up is a biannual event with the inaugural event taking place in 2018. The Great Eastern Clean Up 2018 involved 200 volunteers cleaning up 38 sites across the municipality with over one hundred cubic metres of litter removed from mainly coastal sites. The event is an initiative of the GSB NRM Committee. Discussions are underway with key stakeholders to undertake the Great Eastern Clean Up 2020 in May. This is currently under review due to COVID-19.

Preparations are underway for National Tree Day 2020. However, COVID-19 may alter delivery of this activity in 2020.

Council's 2019 National Tree Day planting has been very successful. Regular watering and maintenance have resulted in minimal loss of plants in this area of little penguin habitat. Thank you again to the volunteers who contributed to this success in Bicheno.

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.

Negotiations with Electric Highways Tasmania for an Electric Vehicle Charging Station in Swansea are ongoing. The final plans and relevant authorisations from TasNetwork have been submitted and an amended Development Application is underway to go to the next council meeting.

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

Ongoing. Opportunity to undertake in house Aboriginal Heritage Awareness Training is being investigated. This will be relevant for most departments of council.

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. Fuel management works ongoing in Council managed reserves across the municipal area as resources enable.

The review of the Coles Bay Native Flora and Fauna Plan is currently underway. All of the Native Flora and Fauna Plans will be reviewed over the next 12 months.

The Orford Sandspit has seen a very successful breeding season of both the resident and migratory birds. The fencing strategies, council, BirdLife Tasmanian, and community monitoring have all contributed to these successful outcomes.

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.

Continue to initiate, encourage and participate in skills development and training opportunities, and make these available to community whenever possible. All training and development is on hold due to COVID-19.

Profit and Loss - NRM

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
Trading Income						
Rate Revenue	396,010	396,010	0	0%	396,010	
User Charges	24,755	6,001	18,754	313%	8,000	
Grants	1,000	0	1,000	0%	0	
Other Revenue	1,090	1,125	(35)	-3%	1,500	
Total Trading Income	422,855	403,136	19,719	5%	405,510	
Gross Profit	422,855	403,136	19,719	5%	405,510	
Operating Expenses						
Employee Costs	198,289	249,399	(51,110)	-20%	332,534	1
Materials & Services	51,357	45,197	6,160	14%	59,600	
Depreciation	9,000	9,000	0	0%	12,000	
Interest	0	1,035	(1,035)	-100%	1,376	
Internal Plant Hire	441	0	441	0%	0	
Total Operating Expenses	259,086	304,631	(45,545)	-15%	405,510	
Net Profit	163,769	98,505	65,264	66%	0	

Notes

1. Employee costs are down \$51k on budget YTD due to some weed management work being costed to Parks and Reserves.

Recommendation:

That the Management Reports be received and noted.

Decision 124/20

Moved Cllr Cheryl Arnol, seconded Deputy Mayor Jenny Woods that the Management Reports be received and noted.

The motion as put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

6. Section 24 Committees

6.1 Statement of Expectations Committee

Ms Lynn Mason – Adviser's Report

Report for Glamorgan Spring Bay Council meeting, 28 April 2020

At the special Council Meeting held on 9 April 2020, Council resolved to adopt the Committee's approved draft Statement of Expectations and authorised the Acting General Manager to send the Draft Statement to the Director of Local Government for his endorsement.

All Councillors and the Acting General Manager were asked to provide any further amendments to the Statement to the Chairperson of the Committee, and further drafts were circulated. It was agreed that the Chairperson of the Committee would provide an agreed version to the Acting General Manager following this feedback. At the conclusion of this process, the Statement of Expectations was sent to the Director on 15 April 2020.

As the work of the Committee in preparing a Draft Statement for consideration by Council was concluded early in April, it was decided that the Statement was henceforth a matter for consideration by full Council, and therefore it was agreed that no meeting of the Committee would be held prior to the April 2020 Ordinary Council Meeting.

The Committee is expected to reconvene to consider any feedback provided by the Director. The Statement of Expectations will then be available for signing by all Councillors and the General Manager; this will be done as soon as practicable.

Lynn Mason, Chairperson

Recommendation

That the Statement of Expectations – Adviser's Report be received and noted.

Decision 125/20

Moved Cllr Keith Breheny, seconded Cllr Rob Churchill that the Statement of Expectations – Adviser's Reports as presented to 28 April 2020 Council meeting be received and noted.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

6.2 Statement of Expectations Committee Unconfirmed Meeting Minutes – 16 March 2020



Unconfirmed Statement of Expectations (SoE) Minutes of Meeting

Location: Glamorgan Spring Bay Council Chambers – 9 Melbourne Street, Triabunna

Attendees: Mayor Debbie Wisby, Councillor Rob Churchill, General Manager Chris Schroeder, Statement of Expectations Advisors Lynn Mason & Greg Preece.

Apology: Deputy Mayor Jenny Woods

Observers: Councillor Grant Robinson & Councillor Cheryl Arnol

Minute Taker: Josie Higgins, Executive Officer

Date: Monday 16/3/20 **Time:** 1.05pm to 2.50pm

1.0 Previous Minutes

The Minutes of the previous meeting held on the 17 February 2020 were confirmed as a true record.

2.0 Advisors Reports

Mr Greg Preece

Mr Preece provided an overview of his report.

Mr Greg Preece stated that the Statement of Expectations would include a signature clause.

Mr Preece acknowledged the work of the General Manager and others involved in getting the agenda up to a better standard.

Mr Preece referred to the number of questions asked around the table at the last Council meeting and stated it was time that Managers attended Council meetings and workshops to respond to any questions.

Ms Lynn Mason also recommended that Managers be in attendance at Council meetings and Council workshops. Mr Preece stated that Managers should also be in attendance during public question time.

The General Manager advised that he had been informed by Managers that there was a Council decision in respect to their non-attendance at Council meetings and Council workshops.

Mayor Debbie Wisby stated that there was no Council decision which stipulated that Managers could not attend Council meetings or Council Workshops.

Mr Preece suggested that a draft Council Agenda be produced allowing enough time for Managers to go through it and check it prior to its distribution. The General Manager advised that he has now implemented this.

Mr Preece suggested that a monthly briefing report could be developed and provided to Councillors to keep them informed in respect to what is happening, and that this could reduce the number of reports tabled on the agenda of Ordinary Council meetings

Mayor Debbie Wisby stated that the community like to be kept informed. Mr Greg Preece advised that the briefing paper could be made public and also suggested that social media could be used to provide updates to the community.

All correspondence addressed to Councillors could be included in the briefing paper however any confidential correspondence would still be required to be treated in the appropriate manner.

Mr Preece stated that there were 61 questions asked of the General Manager at the last Council meeting and advised that it was not sustainable to continue this practice.

Mr Preece stated that community meetings and newsletters were a way of getting the information out to the community.

The General Manager advised that he supported the briefing idea.

There was also discussion on the production of a monthly project update which could also be made available to the public.

Mr Preece also raised the matter of rationalising the Council agenda. This could be implemented on a trial period for 6 months.

Ms Lynn Mason

Ms Mason provided an overview of her report.

Ms Mason advised that the General Manager's Performance Review Committee had met with KPI's yet to be finalised.

Ms Mason noted that improvements had been implemented in respect to Management report writing.

Ms Mason recognised that understaffing is a particular problem for this Council.

Discussion on the process for reviewing the General Manager's work with Council and Council's work with General Manager.

Ms Mason referred to the conduct of the February meeting which lead to a lot of questions asked.

Mayor Debbie Wisby stated that if you have a number of questions posed from the community then you are obliged to ask them.

Mr Preece acknowledged the Mayor's comments however advised that it takes up additional time in the meeting and then there is the transcribing of and responding to the questions. Mr Preece again stated that it was important for Managers to attend the Council meetings to respond to questions.

Mayor Debbie Wisby referred to the budget review workshop.

Discussion on the need for Council to look at what variations need to come to Council before the 31 July. It was suggested that amounts more than \$10,000 would need to come to Council. It may be necessary for Council to review its delegations.

The General Manager stated that the allocations had previously been raised and that Council was now seeing actuals and reinforced the need for transparency.

Mr Preece advised that during his interviews with staff, it was apparent that staff needed to know what is being spent on assets.

Mayor Debbie Wisby referred to Ms Mason's advisor's report and queried what "conduct at first workshop" meant. Ms Mason advised that she would change the wording on the last two dot points of her report.

3.0 Statement of Expectations (SoE)

Ms Mason advised that the second draft of the SoE would come out of today's meeting. Once past this Committee the SoE will go to Council. Mrs Lynn Mason will send out the updated copy of SOE to Councillors.

Ms Mason provided an overview of the timeline in respect to the SoE. After dealing with any valid amendments and once approved by Council that will become the master document and then a time will be set for Councillors prepared to sign the SoE, to do so. If someone is not prepared to sign the SoE then they will be asked to submit a statement giving their reasons. Ms Mason advised there is no penalty for a Councillor who does not sign the SoE, but that she did not know if there would be any other implications of failure to sign the Statement.

Discussion ensued on:

- Dealing with repetitive email requests in accordance with Council's Customer Service Charter.
- Council meeting and Council workshop times.
- Availability of training through LGAT for Audit Panels.
- The General Manager was asked about dealing with inappropriate comments made by staff about a councillor/s, and was requested to acknowledge emails from councillors raising such issues with him.

- Discussion on the need for the General Manager to ensure that staff are aware of their obligations in respect to the code of conduct for staff and that protocols need to be in place in dealing with any issues/complaints.

6.0 Close

The meeting concluded at 2.50pm.

7.0 Next Meeting

The next meeting will be held on 20 April 2020 commencing at 1.00pm.

Recommendation

That the Unconfirmed Minutes of the Statement of Expectations Committee meeting held on the 16 March 2020 be received and noted.

Decision 126/20

Moved Cllr Annie Browning, seconded Cllr Grant Robinson that the Unconfirmed Minutes of the Statement of Expectations Committee meeting held on the 16 March 2020 be received and noted.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7. Officers' Reports Requiring a Decision

Clr Breheny having declared an interest in the following item, left the meeting at 2.48pm.

7.1 Request for Letter of Support – Swansea Courthouse Management Committee Inc.

Responsible Officer – Acting General Manager

Summary

To provide information to Council in respect to a request for a letter of support from Council to the Swansea Courthouse Management Committee Inc. (the Committee) in support of their application for funding through the Tasmanian Community Fund.

Background

Council received an email from Mr David Lathwell on the 26 March 2020 on behalf of the Swansea Courthouse Management Committee Inc. (the Committee) seeking a letter from Council in support of the Committee's application for funding through the Tasmanian Community Fund. Applications for funding were due by the 3rd April 2020.

The following advice was received from the Committee outlining how the funds, should they be successful in their application, will be utilised:

Project Details

- *Following the advice of the Conservation Management Plan, the first priority has to be correcting the Drainage and Ventilation, to counter the damp problems that currently exist, created by recent additions, in what has otherwise been declared a sound, solid and valuable building we have quotations for this work for \$20,000.*
- *1990's office partitions, carpeting, suspended neon lights and computer desks have been removed from the Council office to restore the original space and proportions. It now requires floor sanding and restoration followed by redecoration using appropriate colours to reinstate its heritage values. The original woodwork and windows are much valued features and require specialised painting with difficult cutting in of the architectural profiles \$10,000 for painting.*
- *\$4,000 floor sanding.*
- *Essential for future demands, we require improved kitchen facilities. Current office 1 is the most appropriate site as we can source the plumbing from the small kitchenette and have a lockable door in the dividing stud wall. Kitchen and appliances \$20,000.*
- *Essential to the restoration of the Courtroom is the removal of the acoustic tile ceiling, and restoration or repair the original lathe and plaster ceiling which will return the room to its original grand dimensions and greatly improve the acoustic. \$5,000.*
- *Heating and cooling for each main room is necessary as the current heating is not functional.*
- *Two floor mounted reverse cycle air conditioners \$8000.*

Project total: \$67,000

The Committee is seeking funding of \$53,000 through the Tasmanian Community Fund.

Financial Implications

The Committee is not seeking any financial support from Council therefore no financial implications are recognised.

Risk Considerations

No risks are recognised in providing a letter of support to the Swansea Courthouse Management Committee in their application for funding through the Tasmanian Community Fund.

Officer's Comments

Due to the timeframe between the receipt of the request from the Swansea Courthouse Management Committee, the closing of applications for funding and the date of the next Ordinary Council meeting, an email was circulated to Councillors seeking their support in principal for the provision of a letter of support by the Mayor on behalf of Council.

Five of the eight Councillors responded (noting that Cllr Breheny possibly would not be involved in this matter due to him being an Executive Member of their Committee) and therefore it was considered that there was sufficient support for the letter of support to be provided.

A copy of the letter of support provided is attached to this report.

Recommendation

That Council retrospectively endorses the letter of support provided to the Swansea Courthouse Management Committee by the Mayor on behalf of Council in support of the Committee's application for funding through the Tasmanian Community Fund dated 30 March 2020.

Decision 127/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Rob Churchill that Council retrospectively endorses the letter of support provided to the Swansea Courthouse Management Committee by the Mayor on behalf of Council in support of the Committee's application for funding through the Tasmanian Community Fund dated 30 March 2020.

The motion was put and carried unanimously 7/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol,
Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil



GLAMORGAN
SPRING BAY
COUNCIL

30 March 2020

Tasmanian Community Fund
GPO Box 1350
Hobart TAS 7001

To whom it may concern

On behalf of the Glamorgan Spring Bay Council, it is with pleasure that I provide this letter of support to the Swansea Courthouse Management Committee (the Committee) in its application for funding under the Tasmanian Community Fund, to undertake the following project works at the Swansea Courthouse:

- Correction of Drainage and Ventilation
- Flood sanding, restoration and redecoration using appropriate colours to reinstate the heritage values of the courthouse
- Improvement of kitchen facilities
- Removal of the acoustic tile ceiling and restoration and/or repair of the original lathe and plaster ceiling to return the room to its original grand dimensions and improve the acoustics of the building.
- Heating and cooling installations for each main room to improve the existing facilities.

I commend the Committee and all those involved in their efforts to restore and maintain this valuable historical and community asset and I wish them every success in their application.

Yours sincerely



Clr Debbie Wisby
MAYOR

Cllr Keith Breheny returned to the meeting at 2.49pm.

7.2 Request for Letter of Support – Orford Bowls Club

Responsible Officer – Acting General Manager

Summary

To provide information to Council in respect to a request for a letter of support from Council to the Orford Bowls Club in support of their application for funding through the Tasmanian Community Fund.

Background

Council received an email from Jill Morgan on behalf of the Orford Bowls Club on the 8th April 2020 seeking a letter of support from Council in support of the Club's application for funding through the Tasmanian Community Fund. Applications for funding were due by the 3rd April 2020.

Should the Club be successful in their application, the funds will be utilised to lay a new synthetic green.

Financial Implications

The Club is not seeking any financial support from Council therefore no financial implications are recognised.

Risk Considerations

No risks are recognised in providing a letter of support to the Orford Bowls Club in their application for funding through the Tasmanian Community Fund.

Officer's Comments

Due to the timeframe between the receipt of the request from the Orford Bowls Club, the closing of applications for funding and the date of the next Ordinary Council meeting, an email was circulated to Councillors seeking their support in principal for the provision of a letter of support by the Mayor on behalf of Council.

The majority of Councillors responded and therefore it was considered that there was sufficient support for the letter of support to be provided.

A copy of the letter of support is attached to this report.

Recommendation

That Council retrospectively endorses the letter of support provided to the Orford Bowls Club by the Mayor on behalf of Council in support of the Club's application for funding through the Tasmanian Community Fund dated 8 April 2020.

Decision 128/20

Moved Cllr Cheryl Arnol, seconded Cllr Robinson that Council retrospectively endorses the letter of support provided to the Orford Bowls Club by the Mayor on behalf of Council in support of the Club's application for funding through the Tasmanian Community Fund dated 8 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil



GLAMORGAN
SPRING BAY
COUNCIL

8 April 2020

Tasmanian Community Fund
GPO Box 1350
Hobart TAS 7001

To whom it may concern

On behalf of the Glamorgan Spring Bay Council, it is with pleasure that I provide this letter of support to the Orford Bowls Club in their application for funding under the Tasmanian Community Fund through Clubs Tasmania, for the installation of a new synthetic green.

It is encouraging that the Committee and all those involved in this project remain focused on the future of the Club for the enjoyment of both its members and visitors alike and I wish the Orford Bowls Club every success in its application.

Yours sincerely



Clr Debbie Wisby
MAYOR

7.3 Recruitment Policy

Responsible Officer – Acting General Manager

Background / Overview

Council has not historically had any Recruitment Policy which clearly sets out the various selection processes that Council has used and might like to use to fill vacancies. It has become evident that in recent times with increased level of recruitment activity various parties have sought clarification on external and internal advertising, use of print media and sought a capacity to make direct selection.

The attached policy sets out recruitment processes that provide for fairness, equity and where needed flexibility to quickly meet business needs.

Given the policy interacts publicly and has certain circumstances to report to the Mayor it is brought to Council for approval.

The Policy was discussed at the Council Workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993 (Tasmania) specifically Section 63
- Anti-Discrimination Act 1998 (Tasmania)

Budget Implications

No additional budget implications are identified in adopting the Policy.

Risk Considerations

The primary risk to Council at the moment is the absence of a policy document to support recruitment activities in the event a discrimination claim was made. The risk of inconsistency in application of recruitment activities without a policy has become evident with recent changes of experience and expectations in senior officers.

Recommendation

That Council adopts the Recruitment Policy as presented effective 28 April 2020.

Decision 129/20

Moved Cllr Michael Symons, seconded Cllr Keith Breheny that Council adopts the Recruitment Policy as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.4 Corporate Credit Card Policy

Responsible Officer – Acting General Manager

Background / Overview

The Corporate Credit Card Policy was last reviewed and adopted by Council in 2016 and is due for review.

The Policy provides a clear framework to:

1. Allow the use of corporate credit cards.
2. To provide the Glamorgan Spring Bay Council personnel issued with a corporate credit card, clear and concise guidelines outlining corporate credit card use.
3. To reduce the risk of fraud and misuse of the corporate credit card.

The Policy has been presented to the Audit Panel for review and feedback.

The Policy was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

N/A

Budget Implications

No budget implications are identified in adopting the Corporate Credit Card Policy.

Risk Considerations

As outlined within the Policy, each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit is the extent of that risk.

By not having such a policy in place, Council could be exposed to risks which can be damaging to the Council through financial loss, bad publicity and loss in public confidence.

Recommendation

That Council adopts the Corporate Credit Policy as presented effective 28 April 2020.

Decision 130/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Cheryl Arnol that Council adopts the Corporate Credit Card Policy as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.5 Fraud Control Policy

Responsible Officer – Acting General Manager

Background / Overview

The Fraud Control Policy was last reviewed and adopted by Council in 2015 and is due for review.

The objective of the Policy is to:

- Protect Council's assets and reputation;
- Ensure a sound ethical culture of the Council;
- Ensure all staff are committed to identifying risk exposures to fraud and for establishing procedures for prevention and detection; and
- Ensure Councillors and staff are aware of the responsibilities in relation to ethical conduct through the Code of Conduct.

The Policy has been presented to the Audit Panel for review and feedback.

The Policy was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993
- Staff & Councillor Code of Conduct Policies Disciplinary Procedures Policy
- Australian Standard 8001-2208 Fraud and Corruption Control
- Public Interest Disclosures ACT 2002

Budget Implications

No budget implications are identified in adopting the Policy.

Risk Considerations

The Policy sets a framework for deterring and preventing fraudulent acts in relation to any employee, contractor or elected member of the Glamorgan Spring Bay Council.

By not having such a policy in place, Council could be exposed to risks which can be damaging to the Council through financial loss, bad publicity and loss in public confidence.

Recommendation

That Council adopts the Fraud Control Policy as presented effective 28 April 2020.

Decision 131/20

Moved Cllr Grant Robinson, seconded Cllr Annie Browning that Council adopts the Fraud Control Policy as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.6 Asset Management Policy

Responsible Officer – Acting General Manager

Background / Overview

The Asset Management Policy was last reviewed and adopted by Council in 2014 and is due for review.

The objective of the Policy is to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to ratepayers, residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees have an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

The Policy has been presented to the Audit Panel for review and feedback.

The Policy was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993
- AASB 13 Fair Value Measurement
- AASB 116 Property, Plant and Equipment

Budget Implications

No budget implications are identified in adopting the Policy.

Risk Considerations

The Policy sets a framework and provides guidelines for the implementation of consistent asset management processes throughout the municipal area.

By not having such a policy in place, Council is exposed to the lack of accountability mechanisms to ensure that organisational resources are appropriately utilised to address the organisation's strategic plans and priorities.

Recommendation

That Council adopts the Asset Management Policy as presented effective 28 April 2020.

Decision 132/20

Moved Cllr Keith Breheny, seconded Cllr Rob Churchill that Council adopts the Asset Management Policy as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arrol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.7 Rate Relief for Religious Organisations Policy

Responsible Officer – Acting General Manager

Background / Overview

The Rate Relief for Religious Organisations Policy was last reviewed and adopted by Council in 2006 and is overdue for review.

The Policy recognises the contributions religious organisations make to the community, and in recognising their status as a charitable organisation, by granting a reduction in rates and charges.

The Policy was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993

Budget Implications

A recognised budget implication would be the potential provision of a rates rebate to all eligible religious organisations that are exempt from general rates in accordance with Section 87 of the Local Government Act

Risk Considerations

The Policy addresses the eligibility of religious organisations for the rate reduction.

By not having such a policy in place, Council risks inconsistencies in the provision of rates rebates to religious organisations.

Recommendation

That Council adopts the Rate Relief for Religious Organisations Policy as presented effective 28 April 2020.

Decision 133/20

Moved Cllr Cheryl Arnol, seconded Deputy Mayor Jenny Woods that Council adopts the Rate Relief for Religious Organisations Policy as presented effective 28 April 2020.

The matter was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.8 Rate Relief for Community Groups Policy

Responsible Officer – Acting General Manager

Background / Overview

The Rate Relief for Community Groups Policy was last reviewed and adopted by Council in 2006 and is overdue for review.

The Policy recognises the contributions community groups and organisations make to the community and assists them by providing rate relief.

The Policy was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993

Budget Implications

Recognised budget implications would be the potential of remission on general rates to eligible community groups and organisations in accordance with Section 129 of the Local Government Act.

Risk Considerations

The Policy provides a framework and sets the criteria for considering applications received from eligible community groups and organisations for the remission on general rates.

By not having such a policy in place, Council risks inconsistencies in the provision of rates relief to community groups and organisations.

Recommendation

That Council adopts the Rate Relief for Community Groups Policy as presented effective 28 April 2020.

Decision 134/20

Moved Cllr Annie Browning, seconded Cllr Keith Breheny that Council adopts the Rate Relief for Community Groups Policy as presented effective 28 April 2020.

The matter was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.9 Financial Hardship Assistance Model Policy

Responsible Officer – Acting General Manager

Background / Overview

The intent of the Financial Hardship Assistance Model Policy is to enable Council to provide assistance to community members who are suffering financial hardship by providing an appropriate level of relief from Local Government Rates.

This policy applies only to Council rates and charges levied in accordance with Part 9 – Rates and Charges of the *Local Government Act 1993*. This policy does not apply to rates or fees collected on behalf of other authorities in accordance with section 88 of the *Local Government Act 1993*, such as fire service contributions collected pursuant to section 79B of the *Fire Service Act 1973*.

The Model Policy was developed by LGAT in response to the 2020 COVID-19 pandemic which has caused significant impacts on many economic activities and transactions resulting in the loss of jobs, and significant impact to many businesses.

The Policy was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993
- COVID-19 Disease Emergency (Miscellaneous Provisions Act) 2020
- GSBC Rates and Charges Policy

Budget Implications

Recognised budget implications would be the postponing of rates payments, the waiver of late payment penalties and interest and the remission of rates in confirmed cases of genuine financial hardship as determined by the Financial Hardship Assistance Model Policy.

Risk Considerations

The Policy provides a framework and sets the criteria for considering applications received from individuals requesting Council's consideration in respect to rates relief.

By not having such a policy in place, Council risks inconsistencies in determining and assessing applications for rates relief from its ratepayers faced with genuine financial hardship as a result from the COVID-19 coronavirus pandemic 2020.

Recommendation

That Council adopts the Financial Hardship Assistance Model Policy as presented effective 28 April 2020.

Decision 135/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Annie Browning that Council adopts the Financial Hardship Assistance Model Policy as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.10 Draft GSBC Pandemic Response Plan

Responsible Officer – Acting General Manager

Background / Overview

The Draft GSBC Pandemic Response Plan was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- State and Federal compliance requirements associate with COVID-19.

Budget Implications

- There may be minor operational budget implication for example additional PPE, cleaning costs and setting staff up to work remotely.

Risk Considerations

- Having the plan helps minimise Council's risks to managing staff and public health and safety during the Pandemic.

Recommendation

That Council endorses the GSBC Pandemic Response Plan as presented effective 28 April 2020.

Decision 136/20

Moved Cllr Rob Churchill, seconded Cllr Keith Breheny that Council endorses the GSBC Pandemic Response Plan as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.11 Glamorgan Spring Bay Council Remote Meeting Guide

Responsible Officer – Acting General Manager

Background / Overview

Under the Local Government (Meeting Procedures) Regulations 2015, Council must meet at least once in each month (an ordinary meeting) and each meeting (ordinary or special, open or closed) must have an absolute majority of councillors present – in person – to conduct any Local Government business at all (a quorum).

The purpose of a minimum number of elected representatives is clear: to ensure that decisions reflect democratic representation. However, the purpose of in-person attendance is implicit: it allows for smoother, more constructive meetings, for clear and fair management of meeting procedures, establishes attendee identities and reduces the opportunities for disruption. It also provides for easier public participation and transparency around the democratic decision-making process.

However, the outbreak of the COVID-19 pandemic has made meeting in-person a substantial transmission risk and a danger to public health, requiring extraordinary physical distancing measures to arrest the rapid spread of the virus. The Tasmanian Government has passed the new *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*, which amongst other things, allows council meetings not to be held in person and other actions that support the meeting process, such as electronic signatures.

The holding of a remote council meeting is conditional on an electronic recording of the meeting being made available to the public on the council website, and as far as reasonably practicable, being made available in real time.

This Guide has been developed to assist council elected members and staff in setting up and conducting effective remote meetings.

The draft Glamorgan Spring Bay Council Remote Meeting Guide (the Guide) has been developed on the recently released LGAT Model Template and was discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993
- Local Government (Meeting Procedures) Regulations 2015
- COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020 (COVID Act)

Budget Implications

No budget implications are recognised in Council adopting the Guide.

Risk Considerations

Should Council not have such a framework in place in respect to the conduct of remote meetings, Council risks inconsistencies around decision making and transparency.

Recommendation

That Council adopts the Glamorgan Spring Bay Council Remote Meeting Guide as presented effective 28 April 2020.

Decision 137/20

Moved Cllr Annie Browning, seconded Cllr Cheryl Arnol that Council adopts the Glamorgan Spring Bay Council Remote Meeting Guide as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.12 Council Meetings – Audio Visual Recording and Live Streaming Policy

Responsible Officer – Acting General Manager

Background / Overview

The Audio Visual Recording and Live Stream Policy (the Policy) was last reviewed and adopted by Council in 2017.

Whilst the Policy is not yet due for review, it was considered appropriate that a special provisions element be incorporated into the Policy to reflect the current COVID-19 situation and the effect on public attendance and participation at Council meetings.

The special provisions which have been incorporated into the Audio Visual Recording and Live Stream Policy take into consideration Part 4 – “Reduction of Public Physical Contact” as stipulated in the COVID-19 Disease emergency (Miscellaneous Provisions) Bill 2020.

During the review process it was not considered necessary to change the entire Policy to reflect the current situation but to include the Special Provisions element which would supersede certain existing procedures in the Policy.

The Special Provisions also reflect the Glamorgan Spring Bay Council Remote Meeting Guide which is presented to Council for consideration under separate report.

It is intended that the Special Provisions element of the Policy can be reviewed by Council when State and Federal COVID-19 compliance requirements relax.

Statutory Implications

- Local Government Act 1993
- Local Government (Meeting Procedures) Regulations 2015
- COVID-19 Disease Emergency (Miscellaneous Provisions) Bill 2015
- Glamorgan Spring Bay Remote Meeting Guide (subject to Council adoption 28.4.2020)

Budget Implications

No budget implications are recognised in reviewing and updating the Audio Visual Recording and Live Streaming Policy to incorporate Special Provisions to reflect State and Federal COVID-19 compliance requirements.

Risk Considerations

By not updating and reviewing the Audio Visual Recording and Live Streaming Policy to incorporate Special Provisions relating to the COVID-19, Council risks noncompliance with the existing Policy in its current form.

Recommendation

That Council adopts the reviewed Audio Visual Recording and Live Streaming Policy as presented effective 28 April 2020 to be reviewed as required.

Decision 138/20

Moved Cllr Michael Symons, seconded Cllr Grant Robinson that Council adopts the reviewed Audio Visual Recording and Live Streaming Policy as presented effective 28 April 2020 to be reviewed as required.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.13 Minutes of Audit Panel Meeting – 17 March 2020

Responsible Officer – Acting General Manager

Summary

To present the minutes of the Audit Panel held on the 17 March 2020 to Council.

Background

Council's Audit Panel met remotely on the 17 March 2020 via video conferencing, with Minutes of the meeting attached.

Statutory Implications

Nil.

Recommendation

That the Minutes of the Audit Panel Meeting held on 17 March 2020 be received and noted.

Decision 139/20

Moved Cllr Churchill, seconded Deputy Mayor Jenny Woods that the Minutes of the Audit Panel Meeting held on 17 March 2020 be received and noted.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.14 Audit Charter

Responsible Officer – Acting General Manager

Background / Overview

The Audit Charter was last adopted by Council in February 2016 and is due for review.

The policy was presented to the audit committee members for review. The only change recommended was in relation to the remuneration clause.

The Audit Charter was also discussed at the Council workshop held on the 21 April 2020.

Statutory Implications

- Local Government Act 1993

Budget Implications

No budget implications are identified in adopting the Policy.

Risk Considerations

Without an Audit Charter, Council may find itself in the situation of noncompliance and having an ineffective internal audit committee if it does not have an agreed plan to work to.

Recommendation

That Council adopts the Audit Charter as presented effective 28 April 2020.

Decision 140/20

Moved Cllr Cheryl Arnol, seconded Cllr Grant Robinson that Council adopts the Audit Charter as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.15 Buckland Cricket Club

Responsible Officer – Manager Community Development

Background

An application has been received from the Buckland Cricket Club, seeking financial assistance of \$750 for the erection of a new steel rail fence from the Club's entrance gate to the start of the dog exercise area fence. This will complete the new fence along East Street and improve safety and stop vehicle access onto the ground. Cricket club members will erect the fence at no cost.

The Buckland Cricket Club was granted \$1,000 under the Community Small Grants program in August, 2019 to erect a fence around one side of the ground. Whilst the policy does not restrict more than one grant per financial year to any one particular organisation, Council has indicated in the past that, due to the limited amount of funding available under the Community Small Grants program, it is important that as many different organisations as possible have an opportunity to benefit from the program.

Statutory Implications

Not applicable

Budget Implications

A total of \$25,000 has been allocated in the budget for the Community Small Grants Program of which \$6,400 remains.

Recommendation:

- a) That, in view of the previous grant allocated to the Buckland Cricket Club in this financial year, the application for a further grant of \$750 to erect a new steel rail fence from the Club's entrance to the start of the dog exercise area, be refused,

OR

- b) That Council approves the application from the Buckland Cricket Club for a grant of \$750.00 to erect a new steel rail fence from the Club's entrance gate to the start of the dog exercise area fence.





Decision 141/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Cheryl Arnol that Council approves the application from the Buckland Cricket Club for a grant of \$750.00 to erect a new steel rail fence from the Club's entrance gate to the start of the dog exercise area fence.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

7.16 Late Report Item – Review of Use of Council’s Common Seal Policy

Responsible Officer – Acting General Manager

This report is submitted to Council as a late report item in accordance with regulation 8(6) (a), (b) & (c) of the Local Government (Meeting Procedures) Regulations 2015.

The report was not included in the agenda as the oversight in respect to the Policy was not picked up until after the Agenda for the meeting had been finalised and circulated.

It is considered urgent as the current policy does not provide for the General Manager to use the common seal to execute final plans and other documents for planning permits that were approved under delegation.

Qualified advice has been obtained from Council’s Contract Planner, Mr Purves in accordance with section 65 of the Local Government Act.

Summary

The purpose of this report is for Council to consider a revision to Policy 6.5: Use of Council’s Common Seal, to allow the General Manager to use the Common seal for:

- a. title documents submitted for execution under a planning permit for subdivision issued under delegation; and
- b. amendments to Part 5 agreements under the *Land Use Planning and Approvals Act 1993*.

Staff have become aware that the Use of Council’s Common Seal Policy does not provide for the General Manager to use the common seal to execute final plans and other documents for planning permits that were approved under delegation.

This oversight was not picked up until after the Agenda for the ordinary Council meeting to be held on the 28th April 2020 was finalised and circulated. It is considered necessary to submit a late report to Council recommending changes to the existing Policy to reflect the above procedure.

It is also recommended that the Policy incorporate an additional procedure which requires that a monthly report detailing the use of Council’s seal is to be made available to Councillors.

Background / Overview

Council adopted the policy for the use of the Common Seal in October 2019. Section 3 of the Policy provides for the General Manager to use the Common Seal for the following purposes:

- *To execute documents and attest the Council seal pursuant to a decision of Council*
- *To execute documents and attest the Council seal pursuant to a decision of Council or for the following express purposes:*
 - *grant funding applications/agreements;*
 - *funding agreements with all other tiers of Government;*
 - *contracts for goods and services sourced through the application of the Council’s Procurement Policy;*
 - *agreements and deeds of release or compromise in respect to insurance claims (including under excess claims);*
 - *Part 5 Agreements under the Land Use Planning and Approvals Act 1993 arising through agreements reached with individual property owners or arising out of planning conditions requiring a Part 5 Agreement to be entered*

into;

- *securing the Council's tenure in respect to recognised public land within the municipal for which the Council has assumed responsibility; and*
- *to otherwise give effect to or complete an action or outcome following the Council's decision.*
- *to execute employment documents (including deeds of release or compromise) to carry out the role of the General Manager under Section 63 of the Local Government Act 1993 to do all things necessary in relation to staff employment and the arrangements for that employment to be altered, or terminated.*

Relevant to the town planning process, the policy provides for sealing of documents pursuant to a decision of the Council and the execution of part 5 agreements.

Statutory Implications

Use of the Council seal is governed by sections 19(1), 19(3) and 19(5) of the *Local Government Act 1993*, as follows;

19. *Corporation of councils*

(1) *A council is a body corporate with perpetual succession and a common seal.*

...

(3) *The common seal is to be kept and used as authorised by the council.*

...

(5) *The execution of a document sealed by a council is to be attested by such persons as the council determines*

Planning permits are regulated under Division 2 of the *Land Use Planning and Approvals Act 1993*.

The processing of subdivision and associated title documents by Council is also regulated under Part 3 of the *Local Government (Building and Miscellaneous Provisions) Act 1995*.

Budget Implications

No budget implications are identified in amending the Policy.

It is likely that administrative costs for the processing of title documents will be reduced by adoption of the proposed additions to the current policy.

Risk Considerations

Risk to Council from the proposed additions to the policy are expected to be very low in number. Those that exist are expected to be mitigated by the appointment of the General Manager as the authorised officer for application of the Common Seal. The proposed changes do not alter this measure.

Risk to Council for not dealing with the proposed additions to the current policy are anticipated through the delays incurred by developers through a slower bureaucratic process for application of the Common Seal to title documents for subdivisions and amendments of Part 5 agreements.

Conclusion

The proposed revisions to the policy will reduce the timeframes for the administrative processes for a key part of the subdivision process, which are subject to multiple regulatory regimes.

The requirement to provide a monthly report to Council detailing the use of the seal is also considered good practice.

The changes are identified in the red text on the following version of Policy 6.5 Use of Council's Common Seal.

Recommendation

That Council amends the Policy 6.5 Use of Council's Common Seal as presented effective 28 April 2020.

Decision 142/20

Moved Cllr Cheryl Arnol, seconded Cllr Annie Browning that Council amends the Policy 6.5 Use of Council's Common Seal as presented effective 28 April 2020.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

 GLAMORGAN SPRING BAY COUNCIL	POLICY – USE OF COUNCIL’S COMMON SEAL	Policy 6.5a	
		Version 2	Date 23/04/20
Minutes Dated 28/04/2020	Approved By: Council Decision No. XXXX	Review Date As required but no later than 2023	

1. OBJECTIVE

The purpose of this policy is to regulate the use of Council’s Common Seal.

2. SCOPE

Section 19(1), Section 19(3) and Section 19(5) of the Local Government Act 1993 provides as follows;

19. Corporation of councils

(1) A council is a body corporate with perpetual succession and a common seal.

(3) The common seal is to be kept and used as authorised by the council.

(5) The execution of a document sealed by a council is to be attested by such persons as the council determines.

3. PROCEDURE

- The General Manager is to ensure the security of the Councils Common Seal at all times
- The Council Common Seal will only be used for documents that relate to the business of Council
- The General Manager is authorised to use the Council Common Seal for the following purposes;
 - To execute documents and attest the Council seal pursuant to a decision of Council
 - To execute documents and attest the Council seal pursuant to a decision of Council or for the following express purposes:
 - grant funding applications/agreements;
 - funding agreements with all other tiers of Government;
 - contracts for goods and services sourced through the application of the Council’s Procurement Policy;

- agreements and deeds of release or compromise in respect to insurance claims (including under excess claims);
- Part 5 Agreements under the Land Use Planning and Approvals Act 1993 arising through agreements reached with individual property owners or arising out of planning conditions requiring a Part 5 Agreement to be entered into;
- securing the Council's tenure in respect to recognised public land within the municipal for which the Council has assumed responsibility; and
- to otherwise give effect to or complete an action or outcome following the Council's decision.
- to execute employment documents (including deeds of release or compromise) to carry out the role of the General Manager under Section 63 of the Local Government Act 1993 to do all things necessary in relation to staff employment and the arrangements for that employment to be altered, or terminated.
- to execute title documents submitted under a valid planning permit under Council's Planning Scheme.
- to execute documents submitted under Part 3 of the Local Government (Building and Miscellaneous Provisions) Act 1993.
- to amend Part 5 Agreements under the Land Use Planning and Approvals Act 1993 arising through agreements reached with individual property owners or arising out of planning conditions requiring a Part 5 Agreement to be entered into;
- a monthly report detailing the use of Council's seal is to be made available to Councillors.

Please Note: That a reference to General Manager in this Policy includes a person undertaking the role of Acting General Manager.

4. DELEGATION

General Manager

5. RESPONSIBILITY

General Manager

6. REPORTING

Not applicable

7. STATUTORY REQUIREMENTS

Section 19(1), Section 19(3) and Section 19(5) of *The Local Government Act 1993*

8. ATTACHMENTS

Nil

7.17 Late Report Item – 0% Rates Increase 2020/21

Responsible Officer – Acting General Manager

This report is submitted to Council as a late report item in accordance with regulation 8(6) (a), (b) & (c) of the Local Government (Meeting Procedures) Regulations 2015.

The report was not included in the agenda as the matter was discussed at the Council workshop held on the 23 April 2020 after the agenda had been finalised and circulated.

The matter is considered to be urgent in order for Council to provide some certainty to ratepayers in these challenging and unprecedented times.

Qualified advice by the Acting General Manager has been provided in accordance with Section 65 of the Local Government Act. This report has also taken into consideration State wide discussions between Councils, LGAT and the State Government.

Summary

The purpose of this report is for Council to consider its position in relation to a rate increase for next financial year (2020/21) as part of Council's response to COVID-19 impacts on the community.

Background / Overview

As part of Council's response to COVID-19, it is providing support in a number of areas, many of which have been included in the agenda as separate items.

Whilst Council cannot adopt the budget estimates for next financial year, until June, it can provide its position on rate increase to furnish some certainty to the community in these challenging and unprecedented times.

Statutory Implications

Council must comply with S.82 of the Local Government Act in relation to Budget Estimates.

Budget Implications

This will impact the rate revenue for 2020/21 financial year.

Risk Considerations

Financially, Council will need to develop the 2020/21 budget estimates and a 10year financial plan that takes into account the impacts of the COVID-19 pandemic. The risks associated with the pandemic have been changing rapidly in recent weeks and it will be challenging to predict the full short term and long term impacts for Council and the community.

Conclusion

In order to provide clarity and certainty to the community, it is recommended that Council consider a 0% increase on the general rate for the 2020/21 financial year.

Recommendation

That Council endorse a 0% increase on the general rate for 2020/21 financial year.

Decision 143/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Keith Breheny that Council endorse a 0% increase on the general rate for the 2020/21 financial year.

The matter was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

8. Notices of Motion

Nil.

9. Petitions

Nil.



10. Motion Tracking Document

Last updated 2/04/2020

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
27 Feb 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. The performance testing on the PPRWS has been completed. The project manager is now working with the construction contractor to close out outstanding items to get to the stage of issuing practical completion, with the aim to having this done by the end of April. The TasWater agreement is still to be

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
						finalised for ongoing and automated operation of the scheme. At this stage the scheme is only in manual operational mode to monitor performance and to ensure Council meet TasWater requirements on water levels.
26 Feb 2019	7.6	39/19	Staff Resourcing Land Use Planning: Benchmark Report	MDC	Issue to be workshopped by Council.	Complete. (to be removed May OCM)
26 Mar 2019	7.3	66/19	Renaming of Esplanades	MDC	Council to consult with affected residents	In progress. Acting General Manager to follow up on consultation. Report to go to Council.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
30 Apr 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. EO to formulate a draft policy in consultation with Council.
27 Aug 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. Acting General Manager to progress as soon as possible.
27 Aug 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. Acting General Manager to follow up with Minister.
16 Oct 2019	2.2	176/19	Australia Day Awards	GM	Categories finalised. Closing date for nominations 25 November 2019. Honour Board redesigned. Certificates of Recognition for all nominees	Complete.
16 Oct 2019	2.5	179/19	By-Law	GM	Council resolves to make a By-Law of the Glamorgan Spring Bay Council made under Section 145 of the Local Government Act 1993 (Tas) for the purpose of regulating and controlling matters of environment health - Environmental Health By-Law (By-Law No. 1 of 2018).	In progress. With lawyer nearing completion.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
16 Oct 2019	2.6	180/19	Dog Management Policy	GM	3. That Council commits to conducting a further review of the new Dog Management Policy within 12 months of the <i>Dog Management Act 2000</i> amendments being finalised.	In progress. Awaiting review.
16 Oct 2019	2.9	185/19	Dog Exercise Yards	GM	The dog park proposed for the Bicheno foreshore area near the oval is not approved. The funding for that project be re-negotiated with the relevant Federal Department and requested to be used for the purchase and installation of playground equipment for the Bicheno Lions Park and for improvements to the exterior of the Bicheno Memorial Hall.	In progress. Acting General Manager to review funding requirements and liaise with appropriate Federal Department. An update will be provided to the May Council workshop.
16 Oct 2019	2.9	186/19 187/19 188/19 189/19 190/19	Dog Exercise Yards	GM	The Swanwick, Swansea, Triabunna, Orford, Buckland dog exercise areas be approved as advertised in The Examiner and The Mercury in September 2019 and it is formally declared as a dog exercise area.	In progress. Due for completion mid to late May.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
22 Oct 2019	7.2	197/19	Instrument of Delegation to General Manager	GM	Further Acts to be considered by Council for inclusion in Instrument of Delegation at a future date.	In progress. EO to review. Back to Council May 2020.
22 Oct 2019	7.5	201/19	Consent to lodge a DA: Cricket Practice Nets, Swansea Recreation Ground	GM	Further discussion with recreation reserve users to determine alternative location for nets requested	Complete. (to be removed May OCM)
26 Nov 2019	7.2	221/19	Consideration of Place Names: Cul-de-sac off Kunzea Court, Swanwick	GM	Sweet Wattle Court to be submitted to Nomenclature Board	Complete. Sweet Wattle Court accepted by Nomenclature Board.
26 Nov 2019	7.7	224/19	Coles Bay Triathlon	GCD	Further information to be provided to Council for consideration	Complete. (to be removed May OCM)
17 Dec 2019	8.5	245/19	Building Better Regions – Grand Funding Options	GM	That Council support applying for \$250,000 from the Building Better Regions Fund to strategically develop the Triabunna Wharf, with Parks and Wildlife Services and Glamorgan Spring Bay Council matching those funds, with \$200,000 and \$50,000 respectively. That Council support applying for \$25,000 from the Building Better Regions Fund to	Applications submitted. EO to follow up.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>develop a Business Case & Development Application for a Mountain Bike Trail from Kelleve to Orford with Sorrell Council and Glamorgan Spring Bay Council matching those funds equally, both contributing \$12,500 each.</p> <p>That Council support applying for \$20,000 from the Building Better Regions Fund to commission an Economic Development Plan & Prospectus for Glamorgan Spring Bay Council, with Council matching that with a \$20,000 contribution.</p>	
17 Dec 2019	8.6	246/19	Training Wall Lease – Prosser River Mouth Advisory Group	GM	<p>Council defers Agenda Item 8.6 to the January 2020 meeting or to a Special Meeting of Council earlier in the month if the matter is deemed too urgent to wait until the 28th of January 2020.</p>	<p>Crown Land to be contacted.</p> <p>Update to be provided at the May Council workshop.</p>
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	MNRM	<p>Council endorses placing the Prosser River Mouth Master Plan Advisory Group Section 24 Committees proposed plan in relation to the Orford Spit, lagoon and nearby recreational beach area out for public consultation by 10 January 2020 until 7 February 2020. Following consultation Council will consider feedback and make a decision at an Ordinary Meeting of Council.</p>	<p>A suitably qualified consultant has been engaged to review the submissions and prepare a report for Council. Final Report completion</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
						anticipated for 1 May however this is pending consultation and draft report review from PWS/DPIPWE as the land owner. The draft report to be provided to DPIPWE prior to it being lodged with Council for a decision.
17 Dec 2019	8.9	251/19	Consent to Lodge a DA: Cricket Practice Nets, Swansea Recreation Ground	MBMI	Council provides owner consent to lodge the Development Application and encourage the Cricket Club to consider and make an application for a Community Small Grant to assist with the project costs.	Complete. DA finalised and approved. <i>(to be removed May OCM)</i>
17 Dec 2019	8.10	252/19	Additional Funding for the Prosser Plains Raw Water Scheme	GM	1.Council resolves to secure a loan for the amount of \$600,000 from TASCORP to be used to pay the costs of completing Stage 1 of the Prosser Plains Raw Water Scheme (eg. completion of the Pumping Station), which in turn will allow Council to meet its obligations	In progress. Acting General Manager to follow up on current status.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>under the Water Supply Agreement dated 8 February 2019.</p> <p>2.The General Manager is directed and hereby authorised to take all reasonable and necessary steps to secure the loan referred in recommendation 1 set out above, including without limitation making application to TASCORP for the loan, and executing all relevant documents for and on behalf of Council (including applying the common seal of Council if required).</p> <p>3. That Council endorses the General Manager to draw down an additional maximum amount of \$50,000 from Council cash, on receipt of a report to Council in the event that the remaining funds with the \$600,000 additional loan is insufficient to complete the project.</p>	
17 Dec 2019	8.11	254/19	Transfer of Council Land for Catholic Care Affordable Housing	GM	<p>In accordance with s178 of the Local Government Act 1993 that Council intends to transfer land as per the proposed Centacare Evolve Housing 21 unit development on Lots 30, 31 and 94 Spencer Street, Triabunna.</p> <p>Centacare Evolve Housing are to provide Council with four serviced residential blocks on Council land</p>	<p>Advertised.</p> <p>Community meeting held.</p> <p>Consultation complete.</p> <p>See motion 51/20 (25 February</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>Centacare Evolve Housing will be obliged to pay Council's rates on the unit development</p> <p>A Community Meeting will be held in January 2020 to answer questions and obtain feedback from community members.</p>	<p>2020) – Complete.</p> <p><i>(to be removed May OCM).</i></p>
14 Jan 2020	2.1	1/20	Correction of Assessed Annual Valuation of Rates	GM	<p>Council agrees to waive the levying of rates related to the Assessed Annual Valuation of rates as received from the Valuer General's Office in June 2019 for 2019/2020 financial year. The basis of this decision is due to the negative impact on the administration of Council by delaying this matter any further.</p>	<p>Complete.</p> <p><i>(to be removed May OCM).</i></p>
28 Jan 2020	7.1	19/20	Bendigo Bank Opening Hours	GM	<p>That the Bendigo Bank agency located at the Glamorgan Spring Bay office in Triabunna will reduce operating days from five days per week to two days per week to be determined by the General Manager in consultation with the Swansea Bicheno Bank Manager to be effective 3 February 2020.</p> <p>The General Manager is to provide a report to Council within 14 days on the Bendigo Bank agency and its future at the Glamorgan Spring Bay office at Triabunna.</p> <p>This matter is to be placed on the ordinary Council meeting agenda on the 25 February 2020.</p>	<p>Complete.</p> <p><i>(to be removed May OCM).</i></p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
28 Jan 2020	7.3	21/20	Position of the Loo with a View – Swansea	GM	That Council defer to community consultation and for further investigation in conjunction with the boat trailer parking funding at Jetty Road Swansea.	Requires further consideration. To be workshopped and further investigated.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	MBMI / AMRS	That: 3. a) the date on which the Declared areas in the re-endorsed dog policy and the new declared dog exercise areas take effect, and b) the period during which the declaration remains in force.	EO to follow up. Declared areas to be advertised.
28 Jan 2020	8.1	30/20	Notice of Motion – Triabunna District School – School Crossing	MW	1. That Council employs a suitably qualified person to assess both the Melbourne Street and Vicary Street Triabunna school crossings to determine their compliance with the current Australian Standards for School Crossings. 2. That, in the event, that either or both crossings are assessed as deficient Council take steps to immediately rectify the deficiency to ensure the safety of students at Triabunna District School.	Under early investigation. Acting General Manager to follow up.
28 Jan 2020	8.2	31/20	Notice of Motion – Council Meeting Minutes	GM	That the draft Council Meeting Minutes are provided to Council within ten (10) calendar days of the Council Meeting.	Complete. (to be removed May OCM).

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
25 Feb 2020	6.2	46/20	Statement of Expectations Committee – Adviser's Reports		That: 1. The Statement of Expectations – Adviser's Reports are received and noted, and 2. The Council requests the General Manager to provide a report detailing how the recommendations will be addressed, funded and prioritised with this report being presented to Council at its March 2020 Ordinary Council Meeting.	Complete. In progress. Acting General Manager to provide report to Council in May 2020.
25 Feb 2020	6.4	48/20	Triabunna Recreation Ground Section 24 Minutes – 2 October 2019	GM	That: 1. The Triabunna Recreation S24 Committee meeting minutes be received and noted. 2. The committee be advised that under Council's kerbside Vendor Policy there is no need to obtain approval from the S24 committee. 3. Council are provided with a copy of the landscape plans and the council recommendation referred to in the minutes at dot point 3 under New Business.	Policy to be reviewed in respect to control of kerbside vendors and submitted to the May/June Council workshop. Plans and copy of decision to be circulated to Councillors.
25 Feb 2020	7.3	51/20	Sale of Public Land, 2A Davidson Place, Triabunna	GM	That the proposed Sale of the Public Land 2A Davidson Place, Triabunna is deferred to the March 2020 Ordinary Council Meeting or a	See motion 251/50 17

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Special Meeting of Council to allow for further advice to be provided to Council as a matter of urgency and that immediate discussions with CentaCare be commenced in relation to alternate sites.	December 2019. Acting General Manager to follow up with CentaCare re alternate sites.
25 Feb 2020	7.5	53/20	Bicheno RSL Sub-Branch	MCD	That Council approves a grant of \$1,000 to the Bicheno RSL Sub-Branch towards the cost of a corten screen for the Bicheno cenotaph.	Complete. (to be removed May OCM).
25 Feb 2020	7.6	54/20	Freycinet Volunteer Marine Rescue (VMR) Association	MCD	That Council approves a grant of \$1,000 to the Freycinet Volunteer Marine Rescue (VMR) Association towards the cost of purchasing a 16" Macbook Pro laptop computer with 1 TB storage for the development and delivery of essential training resources.	Complete. (to be removed May OCM).
25 Feb 2020	7.7	55/20	Drought Communities Program – Extension Funding	GM	<ol style="list-style-type: none"> 1. Council is provided with a report providing separate cost estimates of the projects a) to k) listed in attachment A, and 2. Maps showing the location and alignment of the projects are included with the report, and 3. The report be provided to Council for consideration at a Special Meeting of Council or at the March 2020 Ordinary Council Meeting, at the latest. 	Report submitted to the special Council meeting – 9 April 2020 (closed session). In progress.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Appendix A. Drought Communities Programme – Extension Funding Projects <ul style="list-style-type: none"> a) Concrete footpath approximately 400m long to the southern side of Swanwick Road from Swanwick Drive to Hazards View Drive, Swanwick, and b) Concrete footpath approximately 220 metres long to the Southern side of Wellington Street from Noyes Street to Victoria Street, Swansea, and c) Concrete footpath approximately 200 metres long to the eastern side of Noyes Street from Franklin Street to Wellington Street, Swansea, and d) Concrete footpath approximately 220 metres long to the Northern side of Elizabeth Street from Charles Street to Gore Street, Orford, and e) Concrete footpath approximately 400 metres long to the western side of Charles street from Vicary Street to the Recreation Ground Entrance, Triabunna, and f) Improvements (realignment and paving) to the intersection of the Esplanade and Vicary Street at the proposed new location of the RSL Cenotaph opposite The Gatehouse, Triabunna, and g) Installation of practice nets, pitch with synthetic surface at the Cricket Ground in Buckland, and h) Concrete kerb and channel and concrete footpath to the eastern side of the Tasman 	

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>Highway from the Gala Kirk Church car park to Gala Road, Cranbrook, and</p> <p>i) Concrete footpath approximately 1,200 metres long on the eastern side of the Tasman Highway from Harveys Farm road to Douglas Street, Bicheno, and</p> <p>j) Installation of cricket practice nets, pitch and synthetic surface at the Triabunna Recreation Ground, Triabunna, and</p> <p>k) Replacement of steps to the front entrance of the Buckland Community Hall and associated landscaping.</p>	
25 Feb 2020	7.8	56/20	Consideration of cul-de-sac name: off Sebastian Rise, Swansea	MDC	That Council approves the name 'Amos Place' for the cul-de-sac off Sebastian Rise in Swansea for submission to the Nomenclature Board by 26 February 2020.	<p>In progress.</p> <p>Awaiting confirmation from the Nomenclature Board.</p>
24 Mar 2020	6.4	79/20	Letter of Thanks – Mr Derek Madsen	NRM	That the Mayor on behalf of Council writes to Mr Derek Madsen of Banwell thanking him for his time and for his commitment to the NRM Committee and previous volunteer roles.	In progress.
24 Mar 2020	7.1	80/20	Draft Glamorgan Spring Bay Council 10-Year Strategic Plan 2020-2029	AGM	That Council receives the Draft Glamorgan Spring Bay Council's 10-year Strategic Plan 2020-2029 as attached to this report and invites community consultation and feedback over a four (4) week period with submissions closing on Friday 24 April 2020.	<p>In progress.</p> <p>Advertised for community feedback.</p> <p>EO to prepare report for May OCM.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	MBMI/ MDC	<p>That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until:</p> <ol style="list-style-type: none"> 1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager. 2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest. 3. A risk assessment is carried out in respect to pedestrian/user safety. 	<p>Council Kerbside Vendor Policy to be reviewed and submitted to the May/June Council workshop.</p> <p>Resource allocation required.</p> <p>Resource allocation required.</p>
24 Mar 2020	7.5	84/20	Swansea Primary School – Wholesome Meals Together Project	MCD	That Council approves a grant of \$350 to Swansea Primary School for the purchase of reusable crockery and cutlery for 65 people to be used for the Wholesome Meals Together project.	<p>Complete.</p> <p><i>(to be removed May OCM).</i></p>
24 Mar 2020	7.6	85/20	Swansea Cricket Club	MCD	That Council approves a grant of \$1,000 to the Swansea Cricket Club towards the purchase of cricket net construction at the Swansea Recreation Ground, subject to the grant under the Sport and Recreation Minor Grants Program being successful.	<p>Complete.</p> <p><i>(to be removed May OCM).</i></p>
24 Mar 2020	7.7	86/20	Water Management Plan for the Swan River	MNRM	That the matter of a request to the Minister for funding and resources to develop and implement a water management plan for the	In progress.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Swan, Apsley and Prosser Rivers, a review of the Little Swanport Water Management Plan 2006, metering, monitoring and enforcement on all irrigation license offtakes on all east coast waterways being progressed, is deferred to a workshop for a thorough briefing including the presentation of a report on these matters and Council's involvement there in.	Workshop date and Council's statutory requirements to be determined.
24 Mar 2020	7.8	87/20	Dog Exercise area in Buckland	MDC/MBMI	<p>That Council agree with the following terms put forward by the Buckland Cricket Club, so Council can construct the dog exercise areas in Buckland:</p> <p>Council maintains the dog exercise areas. Council provides appropriate insurance cover.</p> <p>Council constructs the exercise areas within the prescribed area of 48m x 50m.</p> <p>Council constructs the additional fence as requested.</p> <p>Council pays the equivalent to the Buckland Cricket Club of their GSBC annual rates and charges.</p> <p>Council prepares a lease for signature by both parties.</p>	<p>In progress.</p> <p>A lease agreement as per Council decision is being prepared by Council staff.</p>
24 Mar 2020	7.0	88/20	Late Agenda Report – Implementation of Social Distancing – Future use of Council Halls and Clubrooms and Council Organised and or Funding Community Events	ALL	that Council adopts the following measures in accordance with social distancing advice from the Australian Government Department of Health, effective immediately:	<p>Complete.</p> <p>Report submitted to special</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<ol style="list-style-type: none"> 1. The use of all Council halls and club rooms by the public (including all sports and community groups), excluding official Council business, will cease until further notice; and 2. All Council organised and or funded community events (including sports events) and bus trips will cease until further notice; and 3. No Glamorgan Spring Bay Council Section 24 Committee meetings are to be held until further notice, excluding the Statement of Expectations Committee and the General Manager's Performance Review Committee. 	<p>meeting of Council held on the 9 April 2020.</p> <p>(to be removed May OCM)</p>
24 Mar 2020	7.10	89/20	Late Agenda Report – Delivery of Land Transport Infrastructure Projects on Local Roads	AGM	<p>That Council retrospectively endorses the following projects as submitted to the Department for Infrastructure, Transport and Regional Development for consideration of funding through the Infrastructure Investment Program:</p> <ol style="list-style-type: none"> 1. Stage 1 – gateway to avenue section (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$606,000; and 2. Stage 2 – main street (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$632,000; and 	<p>Pending advice of application from the Department for Infrastructure, Transport and Regional Development.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					3. Stage 3 – waterfront drive (Charles Street) – Triabunna Tomorrow Streetscape Concept - \$589,000; and 4. Renewal of Bridge deck – Saggy Creek Bridge - \$32,500; and 5. Renewal of Bridge deck – Kit Own Creek Bridge - \$28,600.	
24 Mar 2020	8.1	90/20	Notice of Motion – Cllr Annie Browning	AGM	That on behalf of Council, the Mayor writes to Dr Naidoo: a. thanking him for his thirty years' service to the community; and b. confirms Council's commitment to sourcing more Doctors as required to dover the additional patient load during his break; and c. advises that Council looks forward to his return from leave and him joining with East Coast Health in Triabunna and practicing under that community owned entity.	In progress.
24 Mar 2020	8.2	91/20	Notice of Motion – Cllr Annie Browning	WS	1. That Council endorse the placement of a memorial seat as requested by Mrs Dalla-Vacchia on the Esplanade at Swansea; and 2. Mrs Dalla_Vacchia is invoiced for all works associated with the memorial sea; and 3. The Works Supervisor liaises with Cllr Browning in relation to the location and style of the seat including the plaque	In progress. Works Supervisor is in discussion with Cllr Browning.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					wording and that these works are completed as a matter of urgency.	
24 Mar 2020	8.4	92/20	Notice of Motion – Cllr Keith Breheny	SFO	That Council endorse the reimbursement of \$608.00 to Gavan Barber from the Triabunna Community Hall funds for the purchase and payment of lighting for the dressing rooms at the Hall.	Complete. <i>(to be removed May OCM).</i>
24 Mar 2020		103/20	Orford Bowls Club	SFO	In accordance with Decision 103/20 (Closed Session), Council resolved that the following information is made public. That Council not further pursue any payment from the Orford Bowls Club Inc. regarding the upgrading of the club's car parking area.	Complete. <i>(to be removed May OCM).</i>

Action Officer codes: GM/AGM = General Manager/Acting General Manager, MW = Manager Works, MDC = Manager Development & Compliance, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM, WS = Works Supervisor, SFO = Senior Finance Officer, EO = Executive Officer.

Recommendation:

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

Decision 144/20

Moved Deputy Mayor Jenny Woods, seconded Cllr Cheryl Arnol that Council receives and notes the information contained within the Motion Tracking Document.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Cllr Cheryl Arnol, Cllr Keith Breheny, Cllr Annie Browning, Cllr Rob Churchill, Cllr Grant Robinson, Cllr Michael Symons

Against: Nil

The Mayor thanked the Acting General Manager for her work in updating the status of the Motion Tracking Document.

11. Questions Without Notice

Clr Cheryl Arnol commented on a recent situation which involved their family dog going missing and complimented the way it was handled by Council staff.

12. Confidential Items (Closed Session)

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Mayor to declare the meeting closed to the public in order to discuss the following matter/s:

- Item 1: Minutes of Closed Session – Ordinary Council Meeting held on the 24 March 2020**
As per the provisions of regulation 34 of the Local Government (Meeting Procedures) Regulations 2015
- Item 2: Minutes of Closed Session – Special Council Meeting held on the 9 April 2020**
As per the provisions of regulation 15(2)(g)(i) of the Local Government (Meeting Procedures) Regulations 2015
- Item 3: Supply of Pavement Materials 2020-2021**
As per the provisions of regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015
- Item 4: Personnel Matter**
As per the provisions of regulation 15(2)(a) of the Local Government (Meeting Procedures) Regulations 2015

The audio recording of meeting was switched off.

The Mayor checked that audio recording has been terminated.

Recommendation

That Council moves into closed session (Time:)

Decision 145/20

Moved Clr Keith Breheny, seconded Clr Grant Robinson that Council moves into closed session at 3.24pm.

The motion was put and carried unanimously 8/0

For: Mayor Debbie Wisby, Deputy Mayor Jenny Woods, Clr Cheryl Arnol, Clr Keith Breheny, Clr Annie Browning, Clr Rob Churchill, Clr Grant Robinson, Clr Michael Symons

Against: Nil

13. Close

The Mayor declared the meeting closed at 4.29pm.

CONFIRMED as a true and correct record.

Date:

Mayor Debbie Wisby