



GLAMORGAN SPRING BAY COUNCIL

ORDINARY COUNCIL MEETING 23 JUNE 2020

ATTACHMENTS

Agenda Item		Page No.
4.1	Attachment A – Application Documents	1
	Attachment B – Representation	19
7.2	Revised 2020-2021 Rates Resolution	21
7.5	Draft Private Works Policy	29
7.6	Attachment 1 - Glamorgan Spring Bay Council Risk Management Strategy	32
	Attachment 2 – Glamorgan Spring Bay Council Risk Management Policy	55

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 Email: planning@freycinet.tas.gov.au
 Web: www.gsbcc.tas.gov.au
 ABN: 95 641 533 778



Application for Planning Approval

OFFICE USE ONLY	
DATE RECEIVED:	PID:
FEE	RECEIPT No:
DA:	PROPERTY FILE:

Advice:

Use this form for all no permit required, permitted and discretionary planning applications including subdivision as well as for planning scheme amendment & minor amendments to permits.

If you are applying for a change of use to visitor accommodation in the General Residential, Low Density Residential, Rural Living, Environmental Living or Village Zone, the *Visitor Accommodation Use in Existing Habitable Buildings Standard Application Package* must be used. This is available on the Council website.

Completing this form in full will help ensure that all necessary information is provided and avoid any delay. The planning scheme provides details of what other information may be required at clause 8.1 and in each applicable Code.

Please provide the relevant details in each applicable section by providing the information or circling Yes or No as appropriate. If relevant details are provided on plans or documents please refer to the drawing number or other documents in this form.

Often, it is beneficial to provide a separate written submission explaining in general terms what is proposed and why and to justify the proposal against any applicable performance criteria.

If you have any queries with the form or what information is required please contact the office.

Details of Applicant & Owner

Applicant:	Cumulus Studio				
Contact person: (if different from applicant)	Peter Walker				
Address:	PO BOX 95			Phone	0407 819 080
	North Hobart	TAS	7002	Fax:	
Email:	peter@cumulus-studio.net			Mobile:	
Do you wish for all correspondence to be sent solely by email?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Owner: (if different from applicant)	Brown Brothers Family Wine Group C/- Will Adkins (Marketing Manager, Brown Brothers Tasmania)				
Address:	1A Waldhorn Dr,			Phone:	6330 0335
	Rosevears	TAS	7277	Fax:	
Email:	WEAdkins@brownfwg.com.au			Mobile:	0409 417 785

Application for Planning Approval

Details of Site and Application

Please note, if your application is discretionary the following will be placed on public exhibition.

Site Details

Address / Location of Proposal: Devil's Corner Cellar Door, 16017 Tasman Highway, Apslawn			
Suburb Apslawn Post Code 7190			
Size of site	43,160 m ²	or	4.3 Ha
Certificate of Title(s):	115708/4		
Current use of site:	Vineyard (Agricultural Zoning) and Cellar Door (Tourist Operation associated with and ancillary to the Vineyard)		

General Application Details

Complete for All Applications

<input type="checkbox"/>	New Dwelling	<input type="checkbox"/>	Change of use
<input type="checkbox"/>	Additions / Alterations to Dwelling	<input checked="" type="checkbox"/>	Intensification or modification of use
<input type="checkbox"/>	New Outbuilding or Addition	<input type="checkbox"/>	Subdivision or boundary adjustment
<input type="checkbox"/>	New Agricultural Building	<input type="checkbox"/>	Minor amendment to existing permit DA /
<input type="checkbox"/>	Commercial / Industrial Building	<input type="checkbox"/>	Planning Scheme Amendment

Estimated value of works (design & construction)	\$ 1.2M
--	---------

Describe the order and timing of any staged works:	At the moment it is envisaged that the works will be completed in one stage however some of the works may be staged once the construction estimates are confirmed. If staging is required it is envisaged that this will be limited to the fitout of the lower cellar door. or N/A
--	--

General Background Information

Please state the name of any Council officers that you have discussed this proposal with:	Officer's name : N/A or N/A	
Is the site listed on the Tasmanian Heritage Register?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have any potentially contaminating activities ever occurred on the site? <i>If yes, please provide a separate written description of those activities.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the proposal consistent with any restrictive covenants or Part 5 agreements that apply to the site?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Application for Planning Approval

Does the proposal involve any of the following?		
Type of development		Brief written description if not clearly shown on the plans:
Partial or full demolition	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
New or upgraded vehicle / pedestrian access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
New or modified water, sewer, electrical or telecommunications connection	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Retaining walls	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cut or fill	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Signage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
New car parking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vegetation removal	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Existing floor area 765 (inc. deck space). m ²	Proposed floor area 1250 (inc. deck space).m ²
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Number of existing car parking on site 50	Number of proposed car parking on site 80
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Describe the width & surfacing of vehicular access (existing or proposed) and how drainage/runoff is collected and discharged:	Road & parking widths are in line with Australian Standards. Current (and proposed) surface is compacted gravel.
If vehicular access is from a road sign-posted at more than 60 km/hr, please state the sight distance in both directions:	The Department of State Growth are currently undertaking design work for improvements to the intersection with the main road. or N/A

Please note, if a gravel driveway is proposed from a sealed public road please address the following clause (E6.7.6 P1):

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 of the following:

- (i) the suitability of the surface treatment;
- (ii) the characteristics of the use or development;
- (iii) measures to mitigate mud or dust generation or sediment transport.

Will stormwater from buildings and hardstand areas be	Discharge to a main:	Yes <input type="checkbox"/>
	Discharge to kerb & gutter:	Yes <input type="checkbox"/>

Application for Planning Approval

managed by: (details should be clearly shown / noted on plans)	Discharge to roadside table drain:...	Yes <input type="checkbox"/>
	Discharge to natural watercourse: ..	Yes <input type="checkbox"/>
	Retained on site:	Yes <input checked="" type="checkbox"/>

Materials

External building material	Walls:	Untreated rough sawn timber	Roof:	Colourbond
External building colours	Walls:	Painted cement sheet	Roof:	
Fencing materials:		Retailing wall materials:	Concrete	

For all outbuildings

Describe for what purpose the building is to be used:	Expansion of existing activities on the site - ie. Cellar Door and food outlets - to cater for current visitors to the site
Describe any intended toilet, shower, cooking or heating to be installed:	Three additional toilets are to be added. The site already has a Aerated Wastewater Treatment System which was installed to deal with future capacity. No upgrade to the treatment system is envisaged as required at the current time.
If the building is to be used wholly or partly as a domestic workshop, what type of tools and machines will be used?	N/A

For all non-residential applications

Hours of Operation

Current hours of operation	Monday to Friday:	10am to 5pm	Saturday:	10am to 5pm	Sunday & Public holidays:	10am to 5pm
Proposed hours of operation	Monday to Friday:	10am to 5pm	Saturday:	10am to 5pm	Sunday & Public holidays:	10am to 5pm

Number of Employees

Current Employees Total:	no change	Maximum at any one time:	10
Proposed Employees Total:	no change	Maximum at any one time:	10

Describe any delivery of goods to and from the site, including the types of vehicles used and the estimated average weekly frequency:	There is no proposed change to the current setup. Deliveries are made regularly to the site on a daily basis to the storage area (refer plan) or N/A
Describe current traffic movements into the site, including the type & timing of heavy vehicle movements & any proposed change:	No change to previously approved operations or N/A
Describe any hazardous materials to be used or stored on site:	N/A or N/A

Application for Planning Approval

Describe the type & location of any large plant or machinery used (refrigeration, generators)	N/A or N/A
Describe any retail and/or storage of goods or equipment in outdoor areas:	N/A or N/A
Describe any external lighting proposed:	Very limited requirement for external lighting due to hours of operation during daylight. Some external lighting will be provided to undercover deck areas. or N/A

Personal Information Protection Statement:

The personal information requested is personal information for the purposes of the *Personal Information Protection Act 2004* and will be managed in accordance with that Act. The personal information is being collected by Glamorgan Spring Bay Council for the purposes of managing, assessing, advising on and determining the relevant application in accordance with the *Land Use Planning and Approvals Act 1993* (LUPPA) and other related purposes, including for the purpose of data collection.

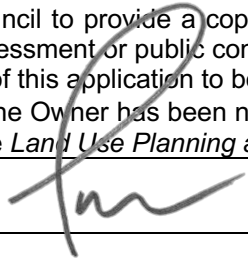
The intended recipients of personal information collected by Council may include its officers, agents or contractors or data service providers and contractors engaged by the Council from time to time.

The information may also be made publically available on the Council's website and available for any person to inspect in accordance with LUPAA. The supply of this information is voluntary. However, if you cannot or do not provide the information sought, the Council will be unable to accept and/or process your application.

Declaration:

I/we hereby apply for planning approval to carry out the use or development described in this application and the accompanying documents and declare that: -

- The information in this application is true and correct.
- I/we authorise Council employees or consultants to enter the site in order to assess the application.
- I/we have obtained all copy licences and permission from the copyright owner for the publication, communication and reproduction of the application and reports, plans and materials provided as part of the application and for the purposes of managing, assessing, advising on and determining the application.
- I/we authorise the Council to:
 - Make available the application and any and all information, reports, plans and materials provided with or as part of the application in electronic form on the Council's website and in hard copy at the Council's office and other locations for public exhibition if and as required;
 - Make such copies of the application and any and all information, reports, plans and materials provided with or as part of the application which are, in the Council's opinion, necessary to facilitate a consideration of the application; and
 - Publish and or reproduce the application and any and all information, reports, plans and materials provided with or as part of the application in Council agendas, for representors, referral agencies and other persons interested in the application.
- You indemnify the Council for any claim or action taken against the Council for breach of copyright in respect of the application and any and all information, report, plan and material provided with or as part of the application.
- I/we authorise Council to provide a copy of any documents relating to this application to any person for the purpose of assessment or public consultation and agree to arrange for the permission of the copyright owner of any part of this application to be obtained.
- I/We declare that the Owner has been notified of the intention to make this application in accordance with section 52(1) of the *Land Use Planning and Approvals Act 1993*.

Signature:		Date:	13/11/2019
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Application for Planning Approval

If applicant is not the owner

If the applicant is not the owner, please list all persons who were notified of this application pursuant to section 52 of the *Land Use Planning and Approvals Act 1993*.

Name:	Method of notification:	Date of notification:
Will Adkins (Brown Brothers)	Email	14.11.2019
Terry Jones (Brown Brothers Project Manager)	Email	14.11.2019

If application is on or affect Council or Crown owned or administered land

If land affected by this application is owned or administered by the Crown or Council then the written permission of the relevant Minister (or their delegate) and/or the General Manager must be provided and that person must also sign this application form below:

I _____ being responsible for the administration of land at _____
declare that I have given permission for the making of this application by _____ for use
and/or development involving _____

Signature:

Date:

It is the applicant's responsibility to obtain any consent prior to lodgement. Written requests for Council consent are via the General Manager. Request for Ministerial consent should be directed to the relevant department.

CHECKLIST OF APPLICATION DOCUMENTS

Taken from Section 8 of the Planning Scheme

An application must include:

- (a) details of the location of the proposed use or development;
- (b) a copy of the current certificate of title for the site to which the permit sought is to relate, including the title plan and any schedule of easements;
- (c) a full description of the proposed use or development; and
- (d) a description of the manner in which the proposed use or development will operate.

In addition to the above Council may, in order to enable it to consider an application, request such further or additional information as considered necessary or desirable to satisfy Council that the proposal will comply with any relevant standards, including:

- (a) a site analysis and site plan at an acceptable scale showing:
 - (i) the existing and proposed use(s) on the site;
 - (ii) the boundaries and dimensions of the site;
 - (iii) topography including contours showing AHD levels and major site features;
 - (iv) natural drainage lines, watercourses and wetlands on or adjacent to the site;
 - (v) soil type;
 - (vi) vegetation types and distribution, and trees and vegetation to be removed;
 - (vii) the location and capacity of any existing services or easements on the site or connected to the site;
 - (viii) existing pedestrian and vehicle access to the site;
 - (ix) the location of existing and proposed buildings on the site;
 - (x) the location of existing adjoining properties, adjacent buildings and their uses;
 - (xi) any natural hazards that may affect use or development on the site;
 - (xii) proposed roads, driveways, car parking areas and footpaths within the site;
 - (xiii) any proposed open space, communal space, or facilities on the site;
 - (xiv) main utility service connection points and easements;
 - (xv) proposed subdivision lot boundaries, where applicable.
- (b) where it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing:
 - (i) the internal layout of each building on the site;

Application for Planning Approval

- (ii) the private open space for each dwelling;
 - (iii) external storage spaces;
 - (iv) car parking space location and layout;
 - (v) major elevations of every building to be erected;
 - (vi) the relationship of the elevations to natural ground level, showing any proposed cut or fill;
 - (vii) shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites;
 - (viii) materials and colours to be used on roofs and external walls.
- (c) where it is proposed to erect buildings, a plan of the proposed landscaping:
- (i) planting concept;
 - (ii) paving materials and drainage treatments and lighting for vehicle areas and footpaths; and
 - (iii) plantings proposed for screening from adjacent sites or public places.

09 JANUARY 2015

Senior Planner,
Glamorgan Spring Bay Council
9 Melbourne Street,
Triabunna
TAS, 7190

To whom it may concern,

Re: Expansion of Devil's Corner Cellar Door

Please find attached with this letter a Planning Application for the extension of the Devil's Corner cellar door. The application consists of the following documents:

- ▷ The Development Application Form
- ▷ Property Title
- ▷ This cover letter
- ▷ Architectural Drawings (including Site Plan, Plans & Elevations)

The application is for an extension to existing uses on the site and no new uses are being proposed.

THE SITE

The site (title reference is 115708/4) is located at 16017 Tasman Highway, Apslawn and accessed via Sherbourne Rd. It is currently used as a cellar door for Devil's Corner which own & operate a vineyard on the surrounding land. Other uses on the site including a lookout, small food stalls, outdoor seating areas and toilets all of which are related activities and ancillary to cellar door / vineyard operations.

THE PROPOSAL

This application proposes to extend the existing development on the site by approximately doubling the internal area of the Cellar Door (to include a dedicated tasting space) and each of the food stalls. Additional outdoor seating areas will also be provided to accommodate existing visitor demand.

The existing Cellar Door & Food Market area (including courtyard and deck spaces) is approx 765m² and it is proposed to increase this to approx 1250m². The majority of additional space is taken up by expanded outdoor eating areas some of which are undercover (approx 335m²). The title area is 43,160m², however the overall vineyard site is in excess of 800ha - consequently the development is comparatively fairly insignificant in footprint.

The application also proposes additional car parking spaces on site. It is understood that the Department of State Growth is currently undertaking design work for road widening and the reconfiguration of the entry to the site from the main road. Once

the outcome of this is known, an additional planning application may be required to reconfigure road works leading to the carpark however this does not form part of the current application.

The new works to the cellar door/ food market / deck area have been designed to be in-keeping with the aesthetic of the current design so that it will appear as a whole /cohesive development when completed. As noted in the original Development Application the aesthetic and material treatment is intended to be *"reminiscent of traditional farm / rural buildings which often were built and/or added to over time and collected off courtyard spaces. Although contemporary in their form each of the buildings is clad with vertical timber battens further reinforcing the reference to vernacular farm structures."*

It is important to reiterate that no new uses are being proposed and that the proposal primarily seeks to deal with existing demand and forecast growth over the next 4-5 years. The Cellar Door has been highly successful and current visitor numbers to site on peak days mean that the development is not able to adequately accommodate existing visitor numbers creating a poor visitor experience.

No additional signage is envisaged.

PLANNING SCHEME

The site for the proposed Tourism Operation is within a Rural Zone and is surrounded by sites which have uses consistent with this zoning - particularly the immediately adjacent sites which are vineyards also operated by Devil's Corner.

The title which is the subject of this application however does not currently have any agricultural application with the main use of the site an existing tourism operation which is a cellar door for Devil's Corner - that is, for tasting and sale of wine that is the product of the adjacent land.

The application is for an expansion of an existing use on the site - a Tourism Operation- which is a discretionary use under the planning scheme and has already been approved. No planning overlays apply to the site. All proposed new work is completely outside of the *Scenic Landscape Corridor* and it is not located within a *Landslip Hazard Area*.

CONCLUSION

The proposed expansion to the Devils Corner Cellar Door and food market will reinforce the site as a must-see visitor experience for the East Coast and maintain a high quality visitor experience as visitor numbers increase. The new work has been designed to be in-keeping with the existing development, the character of the rural area and with the intent of the planning scheme.

Please feel free to contact me if you have any questions. Yours sincerely.



Peter Walker
Director / Architect
0407 819 080

Devil's Corner 5yr Vision Masterplan, Apslawn

Notes

PROJECT

DESIGNER
Cumulus Studio Pty Ltd
Certified Architect: Peter Walker
Accreditation N°: CC2143E
Architects Address: L 2, 147 Macquarie St.
Hobart
03 6231 4841

LOCATION
Project N°: T19438
Project Name: Devils Corner
Title Reference: 115708/4
Project Address: Sherbourne Rd,
Apslawn
TAS

SITE DETAILS
BAL: BAL12.5
CLIMATE ZONE: Zone 7
WIND SPEED: Refer Eng
SOIL CLASS: Refer Eng
ALPINE AREA: No
CORROSION: N/A

BUILDING FOOTPRINT (excluding existing viewing tower)

INDOOR SPACE	
EXISTING	196.35M²
-DEMOLISHED	46.6M²
PROPOSED	360.45M²
TOTAL INDOOR SPACES	
	510.2M²

OUTDOOR SPACE	
EXISTING	584.1M²
-DEMOLISHED	76.25M²
PROPOSED	326.85M²
TOTAL OUTDOOR SPACES	
	834.7M²

Finishes & Fittings

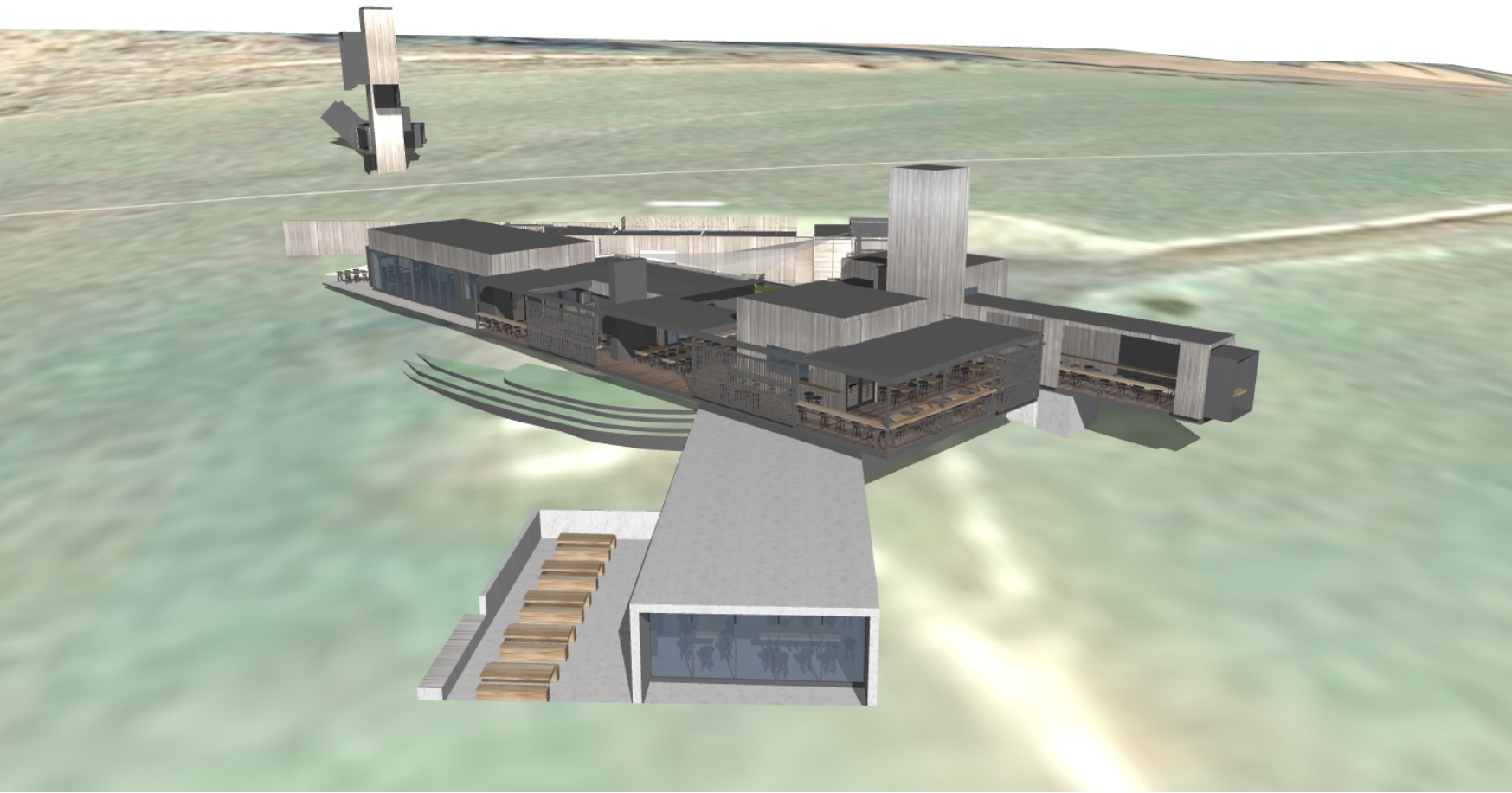
WT01 8mm Skyon Matric cladding with paint finish fixed to 5mm expressed wall joint with standard fixing.

WT02 Vertical rough swan Tas Oak timber boards nom. 25mm depth with varying widths (no finish req.) with 25mm spacing on 50 deep metal top hat. Top hat riveted where fixed to structure Chamfer top edge of board and clear finish.

WT03 Exposed concrete structure



1 Location Plan 1:20000



2 Perspective

rev	date	purpose



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info@cumulus-studio.net
03 6231 4841

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general notes
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accredited designer:
Peter Walker, CC2143E

drawn by JL,CC checked by PW

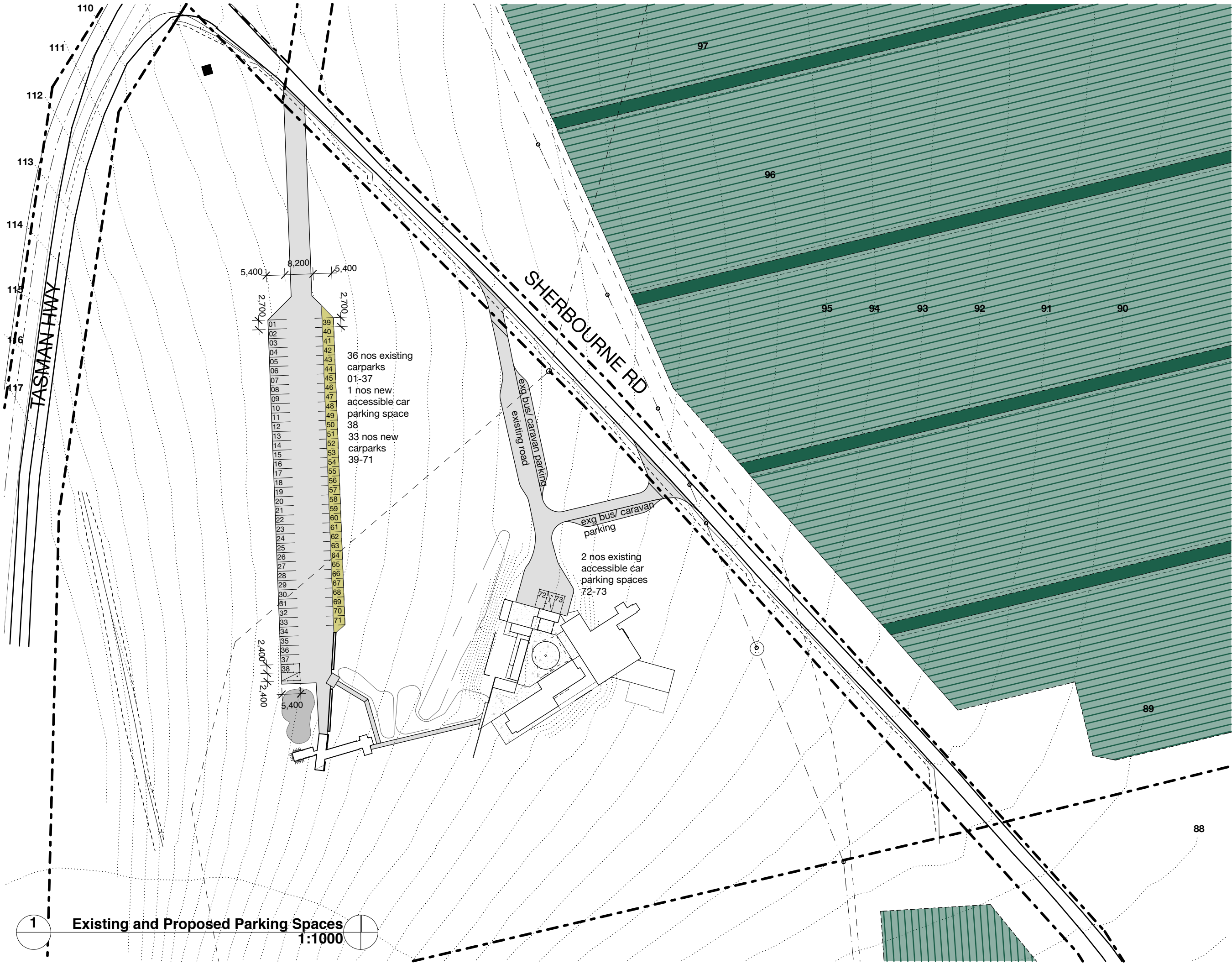
reason of issue

client:
Devils Corner
Sherbourne Rd,
Apslawn
TAS, 7190

project:
Devil's Corner 5yr Vision

drawing title
COVER PAGE

print date 7/1/20	original size A3
drawing n° T19438-A001	issue B



1 Existing and Proposed Parking Spaces
1:1000

rev	date	purpose



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accredited designer:
Peter Walker, OC2143E

drawn by
JL, OC

checked by
PW

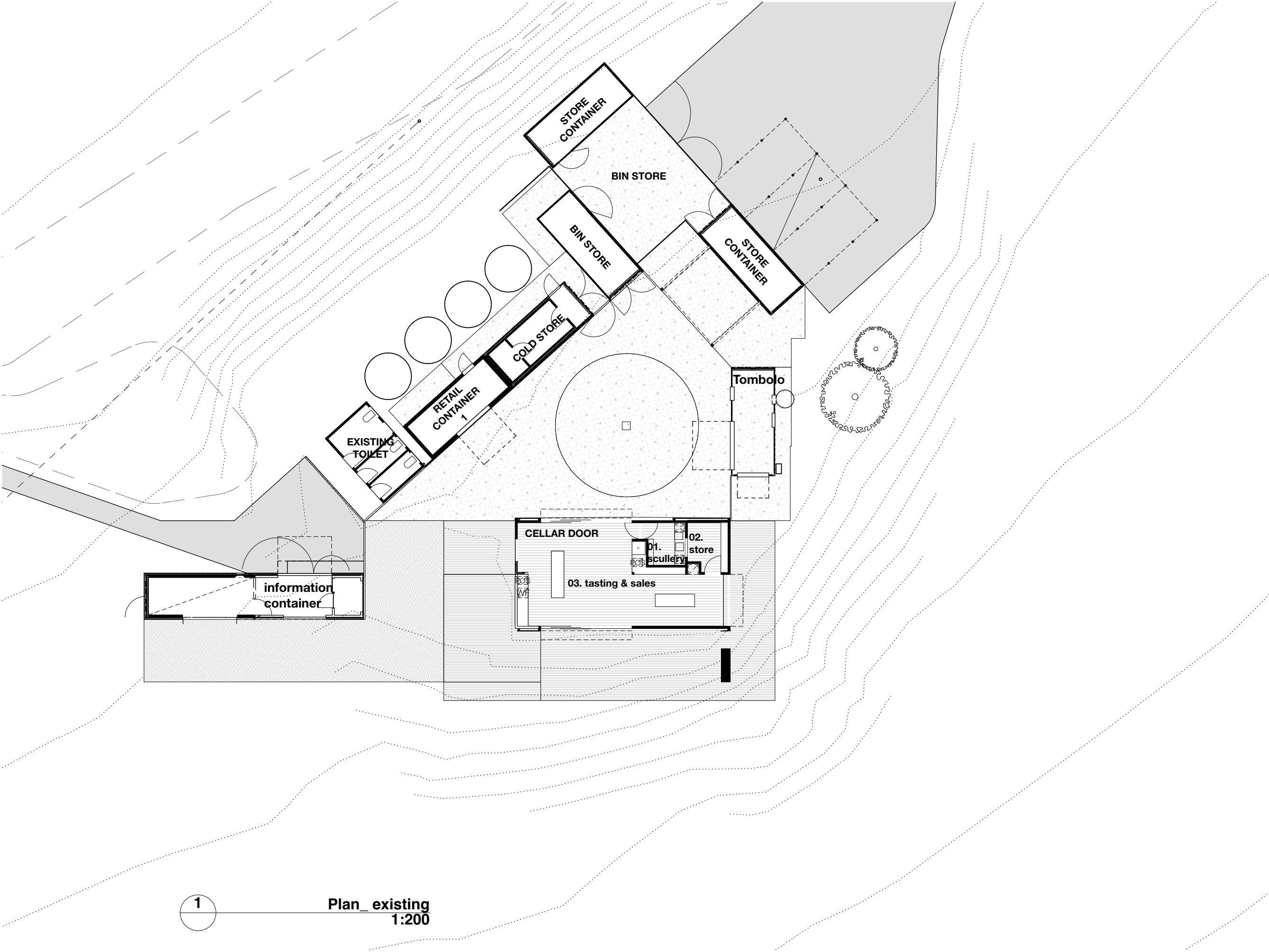
reason of issue

client:
Devils Corner
Sherbourne Rd,
Apslawn
TAS, 7190

project:
Devil's Corner 5yr Vision

drawing title
DC Vision_Existing and Proposed Parking Spaces

print date 7/1/20	original size A3
drawing n° T19438-A005	issue B



1

Plan_ existing
1:200

rev	date	purpose



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Peter Walker, CC2143E

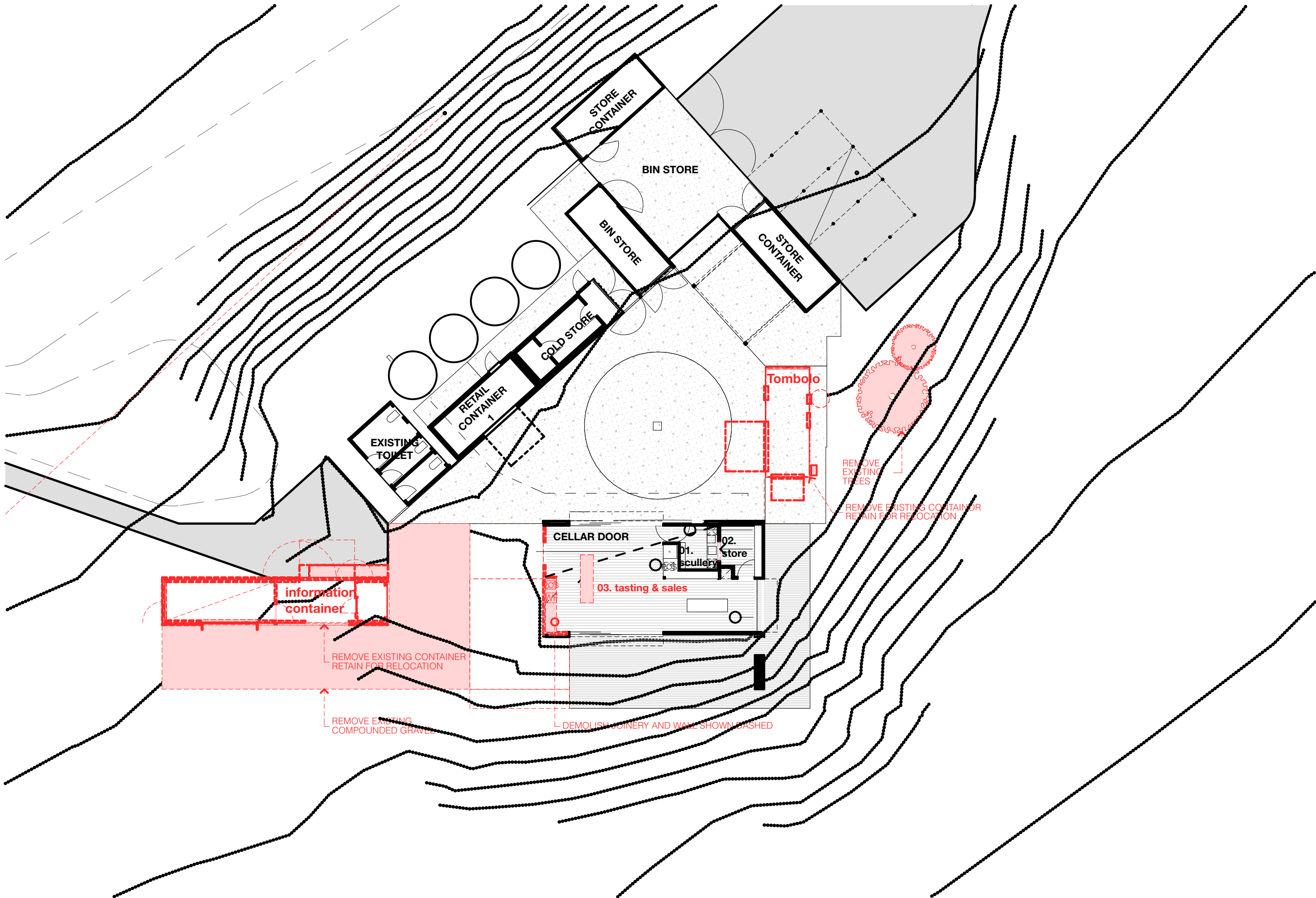
drawn by
JL,CC
checked by
PW
reason of issue

client:
Devils Corner
Sherbourne Rd,
Apslawn
TAS, 7190

project:
Devil's Corner 5yr Vision

drawing title
DC Vision_ Existing Plan

print date
14/11/19
original size
A3
drawing n°
T19438-da03
issue
A



1

200 Plan_demolition
1:200

rev	date	purpose



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Peter Walker, CC2143E

drawn by
JL,CC

checked by
PW

reason of issue

client:
Devils Corner
Sherbourne Rd,
Applawn
TAS, 7190

project:
Devil's Corner 5yr Vision

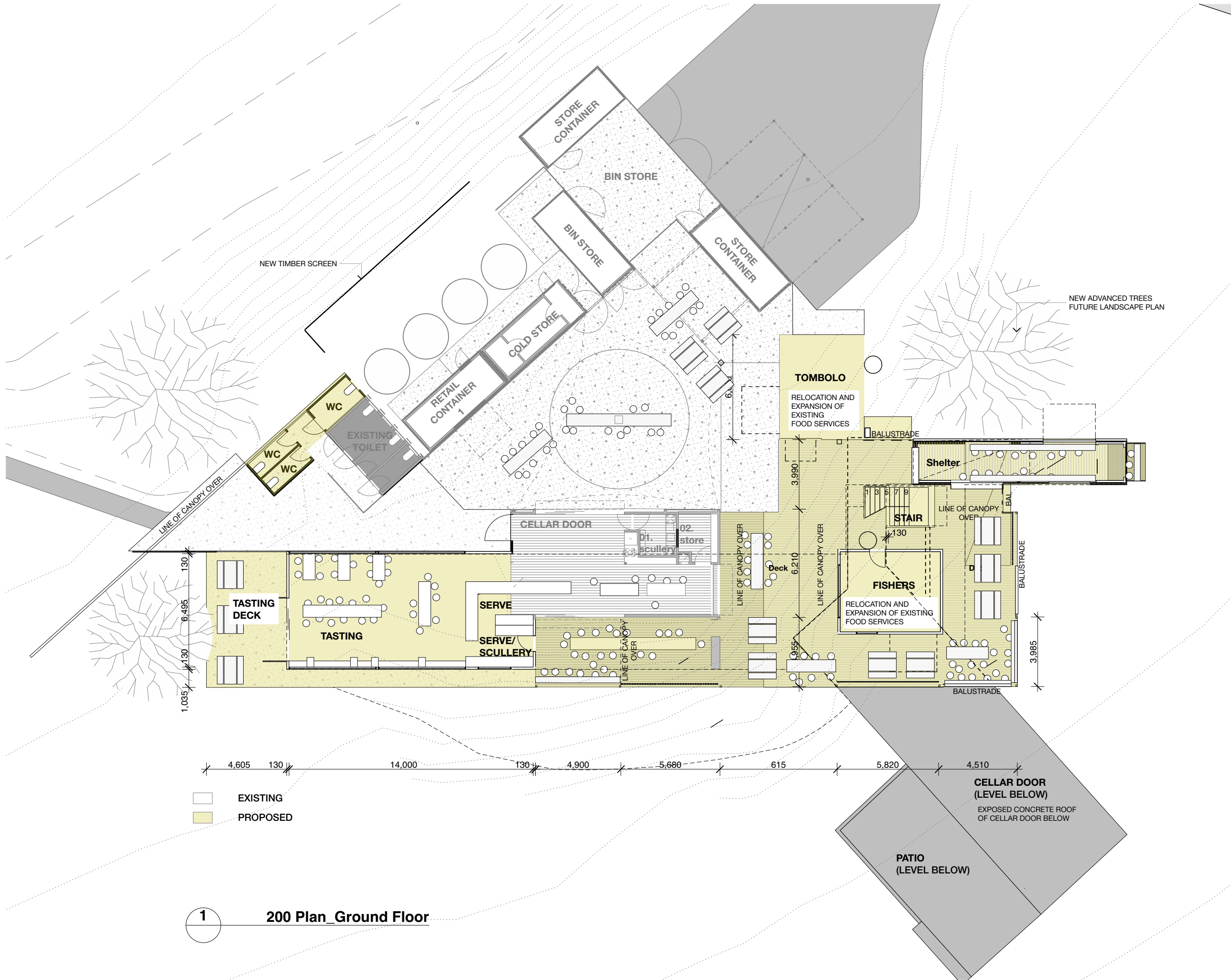
drawing title
Demolition Plan

print date
14/11/19

original size
A3

drawing n°
T19438-da04

issue
A



1 200 Plan_Ground Floor

rev	date	purpose



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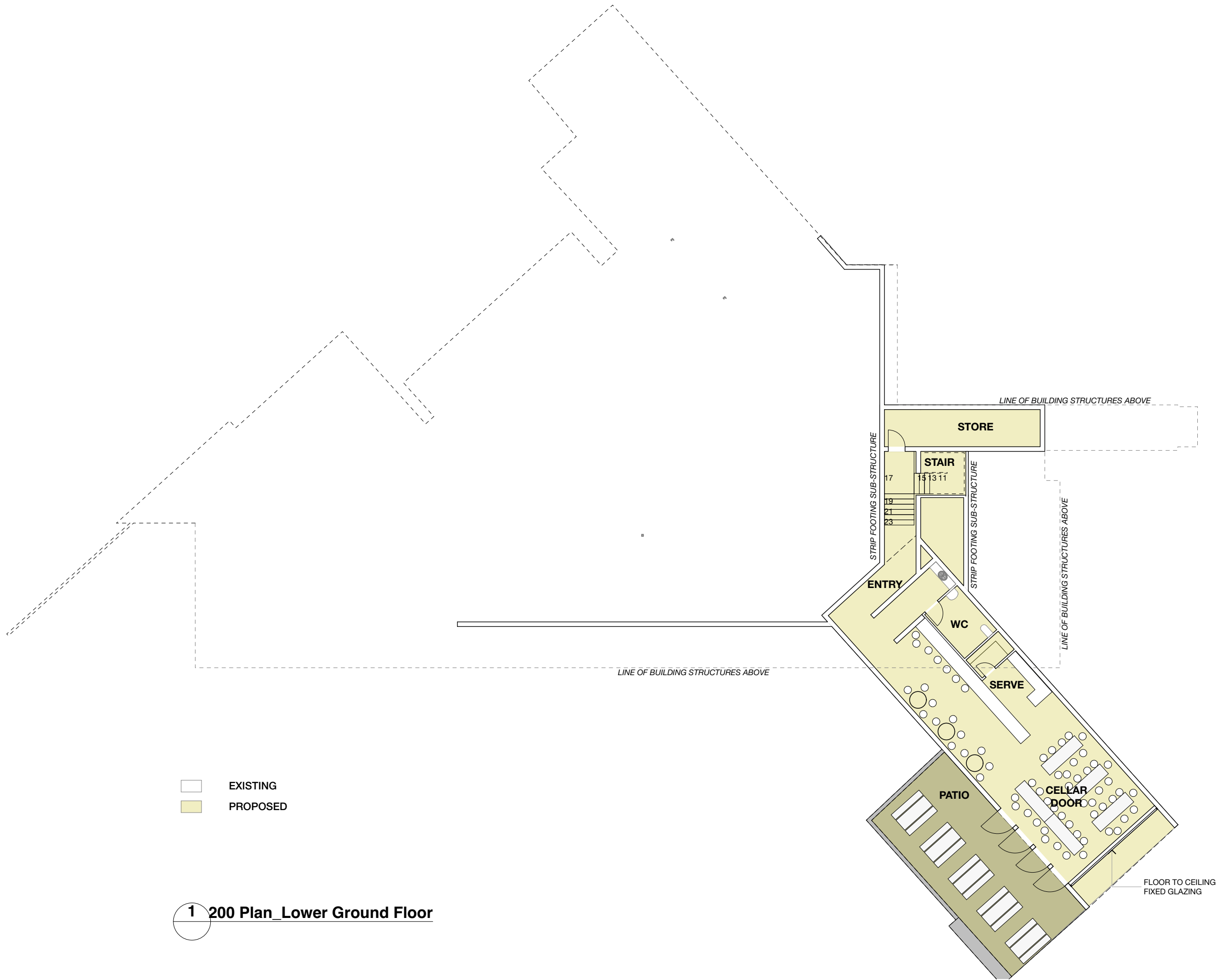
drawn by
JL,CC
checked by
PW
reason of issue

client:
Devils Corner
Sherbourne Rd,
Apslawn
TAS, 7190

project:
Devil's Corner 5yr Vision

drawing title
Ground Plan

print date
14/11/19
original size
A3
drawing n°
T19438-da05
issue
A



1 200 Plan_Lower Ground Floor

rev	date	purpose



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accredited designer:
Peter Walker, CC2143E

drawn by
JL,CC

checked by
PW

reason of issue

client:
Devils Corner
Sherbourne Rd,
Applawn
TAS, 7190

project:
Devil's Corner 5yr Vision

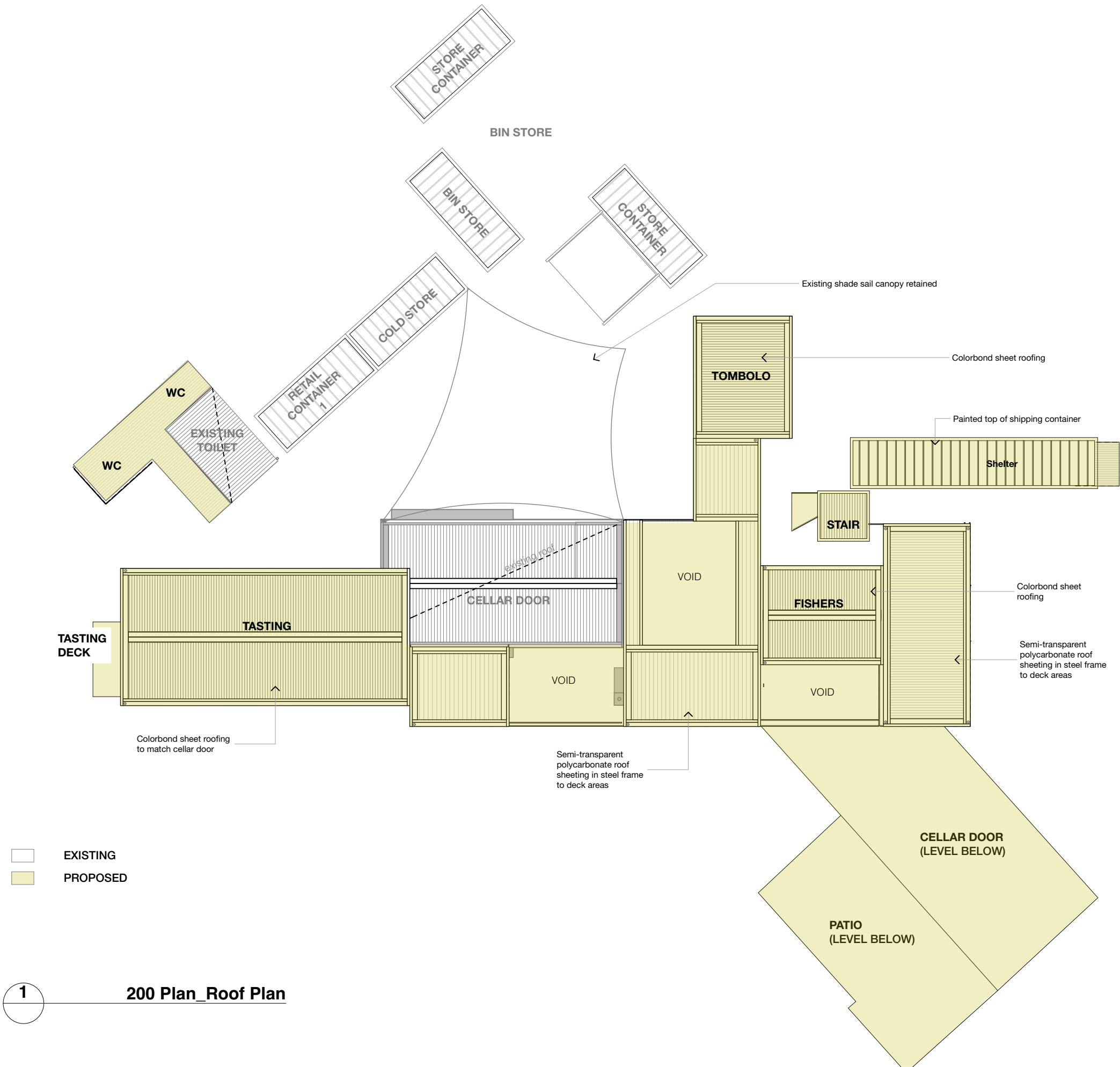
drawing title
Lower Ground Plan

print date
14/11/19

original size
A3

drawing n°
T19438-da06

issue
A



1 200 Plan_Roof Plan

rev	date	purpose



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03 6231 4841

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general notes
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accredited designer:
Peter Walker, CC2143E

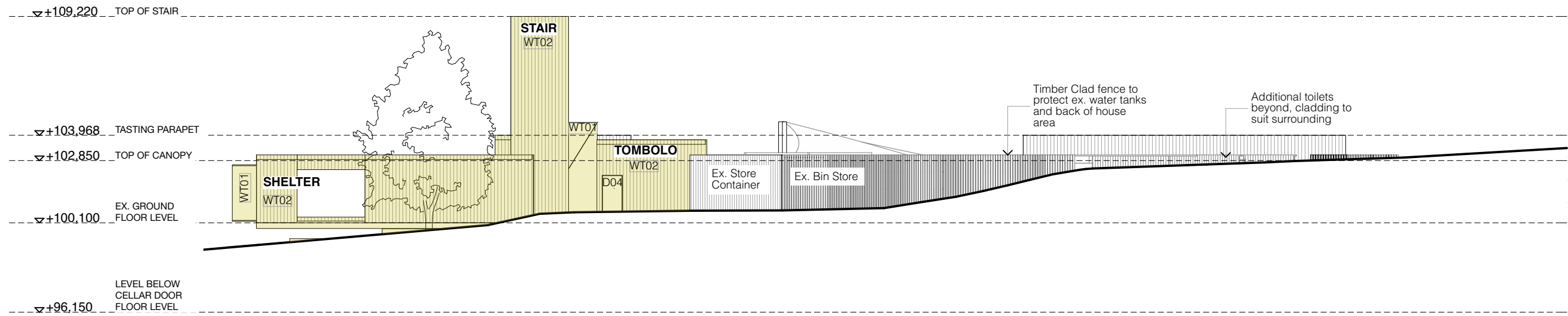
drawn by
JL,CC
checked by
PW
reason of issue

client:
Devils Corner
Sherbourne Rd,
Apslawn
TAS, 7190

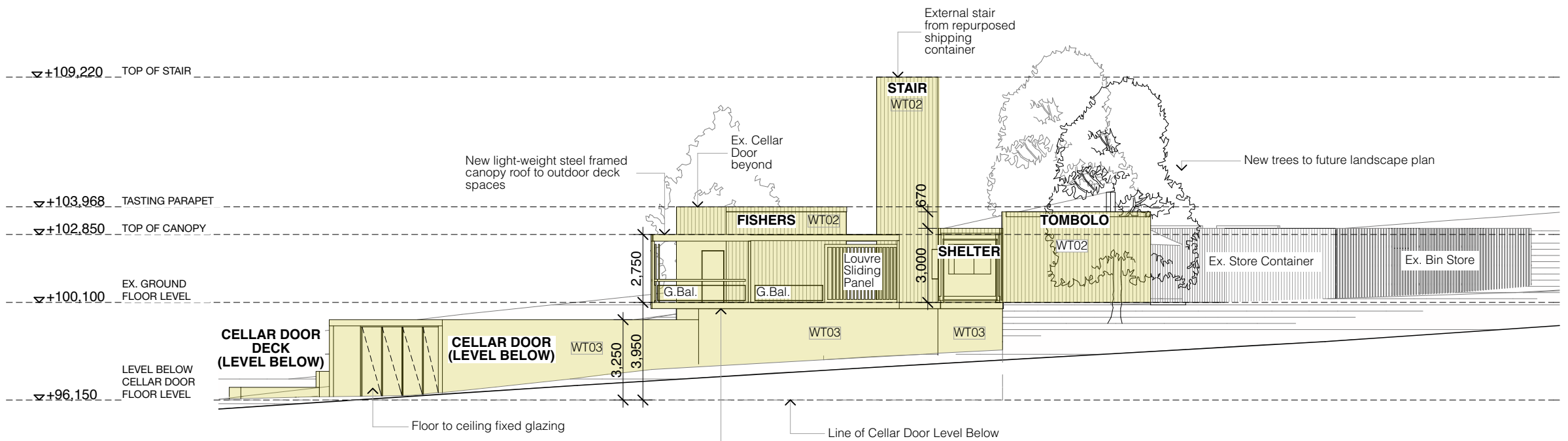
project:
Devil's Corner 5yr Vision

drawing title
Roof Plan

print date
14/11/19
drawing n°
T19438-da07
original size
A3
issue
A



1 North Elevation - Proposed 1:200



2 East Elevation - Proposed 1:200

EXISTING
PROPOSED

rev	date	purpose

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reason of issue

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TAS, 7190

project:
Devil's Corner 5yr Vision

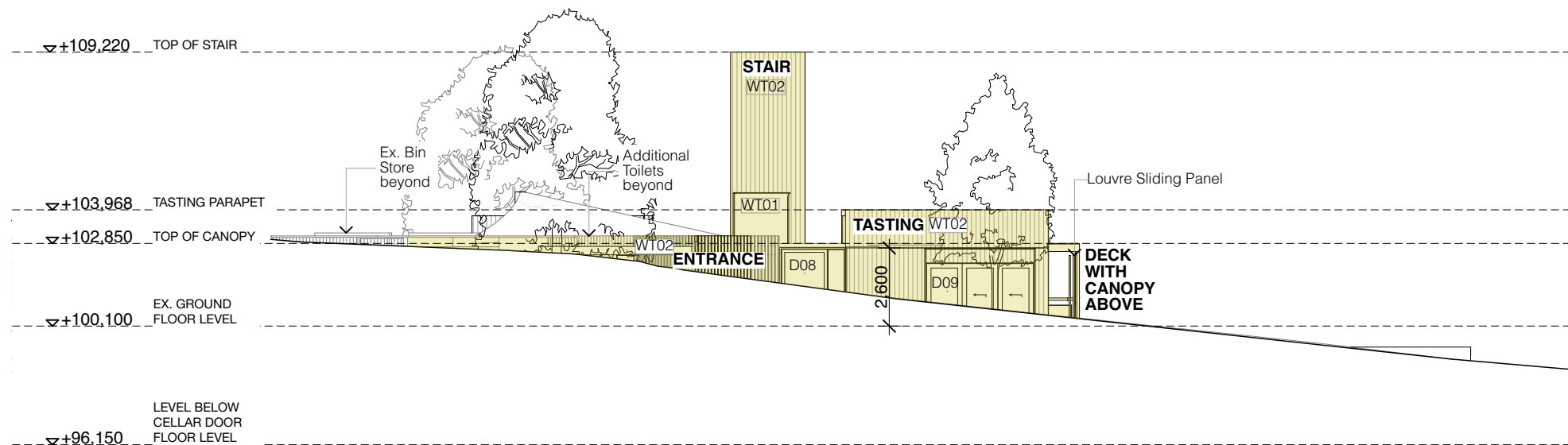
drawing title
Proposed North + East Elevation

print date
14/11/19

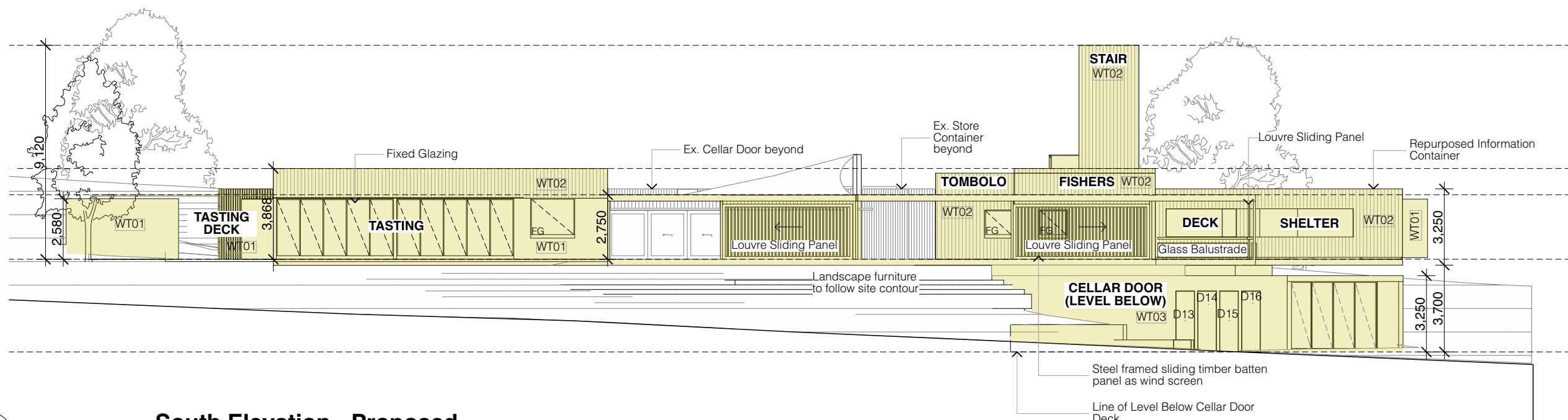
original size
A3

drawing n°
T19438-da08

issue
A



1 West Elevation - Proposed
1:200



2 South Elevation - Proposed
1:200

EXISTING
PROPOSED

rev	date	purpose



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accredited designer:
Peter Walker, CC2143E

drawn by
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checked by
PW
reason of issue

client:
Devils Corner
Sherbourne Rd,
Apslawn
TAS, 7190

project:
Devil's Corner 5yr Vision

drawing title
Proposed South + West Elevations

print date
14/11/19
drawing n°
T19438-da09
original size
A3
issue
A

Maree Tyrrell

From: Robyn Bevilacqua
Sent: Wednesday, 27 May 2020 9:43 AM
To: Maree Tyrrell
Subject: Rep: Cumulus Studio, 16017 Tasman Highway, Apslawn.

Hello Planner,

I have several comments and concerns which I think should be addressed prior to any approval of this application.

To begin with I must state that the process of only being able to review this application online on a laptop computer has meant that I was not able to read the print to the right of each page of drawings/plans, barely able to discern what was pink (for proposed) or white (for existing).

This application also raises for me the thought of death by a thousand cuts, an initial over the fence chat with a former manager "we will just be planting a few more vines, there will be no building construction" to hundreds of hectares of irrigated vines, (in a period where we have had 4 years of drought and below average rainfall) severely impacting on Moulting Lagoon, wetlands and marshes (RAMSAR listed) and the Apsley River); from a trial of 2 x gas guns, to 60 shots an hour from multiple guns, now at around 20 shots an hour; to the 2015 cellar door and food stalls, carparking and lookout tower application and, the resultant closure by the Dept. of State Growth of the famed Cherry Tree Hill lookout on the Tasman Highway, easily accessible and affording much better scenic views than those of the tower and now, the 2020 application to double the size of this cellar door and food outlet. I can see that perhaps in another 5 years time there will be yet another application to build accommodation so that the risk to customers of drinking & driving is reduced. Visitation to this popular cellar door has lead to vehicular accidents and near misses at the turn off from Tasman Highway to Sherbourne Road and to tourists and others [redacted] since the previous lookout on the Highway was closed. Road traffic, including heavy vehicles, who used to slow at the approach of the lookout, now continue to accelerate and frequently cross the double white lines. The local police who provided a recommendation to State Growth now regret that decision and believe that a slight enlargement of the lookout with a wire rope on the double white lines would have resolved any previous safety issues. But, all that is history but I think worth restating.

* Increased traffic - the application stated that the Dept. of State Growth plan for Tasman Hwy/Sherbourne Rd is in the design stage. Works have been undertaken over the past couple of weeks. It is unclear to me if this is purely for access to Devils Corner or part of the new South bound overtaking lane, some clarification is needed. The turning lane needs to be clearly marked on the road surface, I have seen many vehicles attempt their right turn from the inside (left) lane, they seem to hesitate, get their bearings and launch without checking blind spot or rear vision mirror and are usually focused on oncoming traffic in 100K/hr zone. The application states there will be no change to traffic movements, how is that so when it is predicted that average peak visitation (weekends, public holidays, summer) is going to double from 400 to 800.

* External lighting - There is a proposed increase to external lighting over new and expanded deck areas. This lighting should be switched off at 5 p.m. (close of business) to prevent impacts on fauna and any visual pollution, there is already an after hours security light.

* Disability/Accessibility - There is an expansion of accessible carparking from 2 to 3, is that sufficient? There is still no access to the previously constructed lookout (2015) for those with mobility and access issues. The present lookout would need to be increased in height by 12 to 15 metres and to have a lift added to meet the same standards of scenic view and accessibility of the closed roadside lookout. The plan seems to also indicate that another tower is being constructed, it is shown as stair adjacent to Tombolo and seems to be almost 10 metres tall. Is that so? One in five Australians has access or disability issues, 75% of those a physical disability, a lift to the lookout should be included in the plan and be a condition for approval. A company who can spend \$1.2 million on expansion and modification can afford a lift.

* Landscaping - I could find no plan for the proposed landscaping, the removal of 2 trees and replacement by a mature tree is mentioned but no plan for the extensions could be found.

* Septic outflows - The application shows the assessment made and had recommended an additional aerating tank. This should be a condition for approval.

* Water use and storage - I can see no provision for increased water storage, the doubling of the toilets from 3 to 6, an expectation that all three businesses will double their patronage and thus water use should be reflected in increased water storage and self sufficiency. This would also reduce the volume of stormwater runoff and improved management of normal rainfall patterns if that ever eventuates.

* Carparking - The Devils Corner parking plan shows an increase from 40 to 80 spaces and involves a widening of the existing 40 parks area, the bus and van car parks, staff parking and Sunday concert parking (150 to 200 vehicles) are not shown on the plans, is it a requirement to indicate those on the plan. The site plan was difficult to see and read.

Thank you for the opportunity to make comment upon this development application.

Yours sincerely,



GLAMORGAN SPRING BAY COUNCIL

2020-2021 RATES RESOLUTION

1. GENERAL RATE & MINIMUM

1.1 Pursuant to Section 90 of the *Local Government Act* 1993 (here referred to as the “Act”), Council hereby makes the following General Rate for all rateable land within the municipal area for the financial year commencing 1 July 2020 and ending 30 June 2021:

(a) Pursuant to Section 90(3)(c) of the Act, a General Rate of 6.870314 cents in the dollar of the assessed annual value (here referred to as “AAV”) of the rateable land.

1.2 Pursuant to Section 107(1) of the Act, Council hereby varies the General Rate of 6.870314 cents in the dollar (as previously made) as follows:

(a) For land within the municipality which is used or predominantly used for commercial purposes, the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 9.2590071 cents in the dollar of AAV;

(b) For land within the municipality which is used or predominantly used for industrial purposes, the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 11.7899575 cents in the dollar of AAV;

(c) For land within the municipality which is used or predominantly used for primary production purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.8487414 cents in the dollar of AAV;

(d) For land within the municipality which is used or predominantly used for sporting or recreation facilities purposes, the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 30.0000000 cents in the dollar of AAV; and

(e) For land within the municipality which is used or predominantly used for commercial purposes and non-use land (i.e. vacant commercial) the General Rate is varied by increasing the amount 6.870314 cents in the dollar of AAV to 15.96 cents in the dollar of AAV.

1.3 Pursuant to Sections 107(2A) and 107(2B) of the Act, Council hereby sets minimum amounts payable in respect of the general rate as varied, as follows:

(a) For land within the municipality which is used or predominantly used for commercial purposes, the minimum amount payable in respect of the General Rate as varied is an amount of \$700.00;

- (b) For land within the municipality which is used or predominantly used for industrial purposes, the minimum amount payable in respect of the General Rate as varied is an amount of \$390.00;
- (c) For land within the municipality which is used or predominantly used for primary production purposes, the minimum amount payable in respect of the General Rate as varied is an amount of \$486.00;
- (d) For land within the municipality which is used or predominantly used for commercial purposes and non-use land (i.e. vacant commercial) the minimum payable in respect of the General Rate as varied is an amount of \$445.00; and
- (e) For land within the municipality which is used or predominantly used for sporting or recreation facilities purposes, the minimum payable in respect of the General Rate as varied is an amount of \$155.00.

2. AVERAGED AREA RATE

2.1 Pursuant to Section 109A of the Act and Certificates issued to Council in accordance with Section 109H of the Act, Council hereby make the following averaged area rate (here referred to as “AAR”) for all rateable land within the municipal area for the following categories and localities for the financial year commencing 1 July 2020 and ending 30 June 2021:

- (a) In the locality of Apslawn, for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.777851 cents in the dollar of AAV and then an AAR is made in the amount of \$825.00;
- (b) In the locality of Bicheno, for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.341409 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (c) In the locality of Buckland, for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.792770 cents in the dollar of AAV and then an AAR is made in the amount of \$695.00;
- (d) In the locality of Coles Bay, for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 5.369197 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;

- (e) In the locality of Cranbrook, for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 7.463186 cents in the dollar of AAV and then an AAR is made in the amount of \$825.00;
- (f) In the locality of Dolphin Sands for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.138212 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (g) In the locality of Douglas River for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.074843 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (h) In the locality of Friendly Beaches for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 5.281250 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (i) In the locality of Lake Leake for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 8.263221 cents in the dollar of AAV and then an AAR is made in the amount of \$825.00;
- (j) In the locality of Levendale for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 7.599484 cents in the dollar of AAV and then an AAR is made in the amount of \$825.00;
- (k) In the locality of Little Swanport for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.406389 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (l) In the locality of Nugent for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 5.456972 cents in the dollar of AAV and then an AAR is made in the amount of \$695.00;
- (m) In the locality of Orford for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 5.994779 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;

- (n) In the locality of Pontypool for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 8.10471 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (o) In the locality of Rheban for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.341017 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (p) In the locality of Rocky Hills for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 3.748768 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (q) In the locality of Spring Beach for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 5.250729 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (r) In the locality of Swansea for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.588124 cents in the dollar of AAV and then an AAR is made in the amount of \$1014.00;
- (s) In the locality of Triabunna for rateable land that is used, or predominantly used, for residential purposes, the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.869575 cents in the dollar of AAV and then an AAR is made in the amount of \$825.00;
- (t) In the locality of Bicheno, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 7.872861 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (u) In the locality of Buckland, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 18.33363 cents in the dollar of AAV and then an AAR is made in the amount of \$585.00;

- (v) In the locality of Coles Bay, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential] the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 8.758365 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (w) In the locality of Dolphin Sands, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential] the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 9.537908 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (x) In the locality of Little Swanport, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 12.87395 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (y) In the locality of Orford, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 9.186027 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (z) In the locality of Pontypool, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 13.46868 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (aa) In the locality of Rheban, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 16.90239 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (ab) In the locality of Rocky Hills, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by decreasing the amount of 6.870314 cents in the dollar of AAV to 6.651864 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;

- (ac) In the locality of Spring Beach, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 7.682452 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00;
- (ad) In the locality of Swansea, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 9.595957 cents in the dollar of AAV and then an AAR is made in the amount of \$725.00; and
- (ae) In the locality of Triabunna, for rateable land that may be classified as being both used, or predominantly used, for residential purposes **and** non-use land [i.e. vacant residential], the General Rate is varied by increasing the amount of 6.870314 cents in the dollar of AAV to 11.18475 cents in the dollar of AAV and then an AAR is made in the amount of \$650.00.

CAPPING OF RATE INCREASES

LOCAL GOVERNMENT ACT 1993 – SECTION 88A

3. CAPPING OF RATE INCREASES:

COMMERCIAL PURPOSES

For all land within the municipality which is used or predominantly used for **commercial purposes**, a maximum percentage increase of 15% will be applied to the general rate made pursuant to paragraph 1 of this resolution as varied pursuant to paragraph 1.2(a).

INDUSTRIAL PURPOSES

For all land within the municipality which is used or predominantly used for **industrial purposes**, a maximum percentage increase of 5% will be applied to the general rate made pursuant to paragraph 1 of this resolution as varied pursuant to paragraph 1.2(b).

PRIMARY PRODUCTION PURPOSES

For all land within the municipality which is used or predominantly used for **primary production purposes**, a maximum percentage increase of 5% will be applied to the general rate made pursuant to paragraph 1 of this resolution as varied pursuant to paragraph 1.2(c).

SPORTING OR RECREATION PURPOSES

For all land within the municipality which is used or predominantly used for **sport or recreational purposes**, a maximum percentage increase of 3% will be applied to the general rate made pursuant to paragraph 1 of this resolution as varied pursuant to paragraph 1.2(d).

SERVICE RATES AND CHARGES

LOCAL GOVERNMENT ACT 1993 – DIVISION 3

4. WASTE MANAGEMENT SERVICE CHARGE – SECTION 94 OF THE ACT

Pursuant to Section 94 of the Act, the Council by absolute majority hereby makes the following separate service charges for waste management for rateable land within the municipality for the period commencing 1 July 2020 and ending 30 June 2021:

- (a) A general waste management charge of \$90.00 for all rateable land; and
- (b) A charge of \$102.00 for all land that receives residential waste collection services from Council; and
- (c) A charge of \$230.00 for all land that receives commercial waste collection services from Council.

5. FIRE SERVICE RATE – SECTIONS 93(1)(F) AND 93A OF THE ACT

- (a) Pursuant to Section 93 and Section 93A of the Act, Council makes the following fire protection service rates for the purpose of collecting a fire service contribution from all rateable land in the municipal area sufficient to pay the contribution that Council is required to make pursuant to the notice received by Council from the State Fire Commission given accordance with Section 81B of the *Fire Service Act 1979* for the 2020-2021 financial year as follows:

District	Rate
Urban Volunteer Brigade Rating Districts	0.284972 cents in the dollar of AAV
General Land	0.475744 cents in the dollar of AAV

- (b) Pursuant to Section 93(3) of the Act and Section 81C(6) of the *Fire Service Act 1979*, the minimum fire service contribution payable in respect of the fire service contribution is the amount of \$41.00.

6. COMMUNITY MEDICAL SERVICE CHARGE – SECTION 94 OF THE ACT


Pursuant to Section 94 of the Act, and Regulation 32(b) of the *Local Government (General) Regulations 2005*, the Council by absolute majority hereby makes the following separate service charge for community medical services for all rateable land within the municipality for the period commencing 1 July 2020 and ending 30 June 2021;

- For all rateable land, a Medical Charge of \$90.00.

PAYMENT OF RATES AND CHARGES

LOCAL GOVERNMENT ACT 1993 – DIVISION 9

7. Pursuant to Section 124 of the Act, for the period commencing 1 July 2020 and ending 30 June 2021 all rates and charges payable to Council shall be payable by four (4) instalments in accordance with the following payment schedule:
- (a) The first instalment must be made on or before the 31st of August 2020;
 - (b) The second instalment must be made on or before the 30th of November 2020;
 - (c) The third instalment must be made on or before the 28th of February 2021;
and
 - (d) The fourth and final instalment must be made on or before the 30th of April 2021.
8. Pursuant to Section 128(1)(b) of the Act, interest shall accrue on any amount of rates or charges that remain unpaid after the date upon which they are due. The rate of penalty interest for the period commencing 1 July 2020 and ending 30 June 2021 will be the rate of 6% per annum, calculated daily.

 Minutes Dated	POLICY – PRIVATE WORKS	Policy	
		Version 1	Date
	Approved By: Decision No.	Review Date	

1. OBJECTIVES

To provide a framework for performing private works that is applicable to everyone, transparent, objective and consistent.

To undertake private works at market prices ensuring an acceptable profit margin to Glamorgan Spring Bay Council (Council) that is consistent with anti-competitive requirements of the *Trade Practices Act 1974* and the no advantage requirements of the *Local Government Act 1993*.

2. SCOPE

This policy applies to all private works undertaken by Council on behalf of any applicant. Works may include the supply of labour, materials, plant and services.

3. POLICY

Priority for use of Council's plant, equipment, labour and other resources is to be given to Council's own work program at all times, before entering into a private works arrangement.

It is Council's preference that all private works be undertaken by private contractors in the first instance.

Council reserves the right to refuse a request for private works if it is deemed to be outside of Council's capabilities, resource availability or for any other reason deeming the works unachievable by Council.

Major Private Works

- Major Private Works will only be considered in the following circumstances
 - There is no private contractor available to undertake the work; and
 - The project would be of strategic economic, social or environmental benefit to the community; and
 - The Staff and Council have the capacity to engage in the project; and
 - It may provide a valuable training opportunity for the Staff.

Major Private Works valued over an above \$10,000 (excl GST) will required the consent of Council by resolution.

Minor Private Works

- Minor Private Works valued at or below \$10,000 (excl GST) will require the consent of the relevant Department Manager.

Plant Hire

- Council will not hire plant without an approved Council operator and in accordance with this Policy.
- Council is responsible for the payment of Council operators engaged on private works. No other payment arrangements are permissible.
- Where Council agrees to undertake Private Works and the works are not on private property engaged directly by the land owner, the hirer shall have adequate public liability insurance to cover the activities of the hired plant. Evidence of that insurance and permission of the land owner must be provided to Council prior to commencement of the works.

Scope of Works

- A scope of works is to be included with estimates and quotes for all private works.
- The scope of works for Minor Private Works must be clearly outlined, including the works to be undertaken, permits required, estimated quantities of materials to be used and a timeframe in which the work is to be carried out.
- All scopes of works for Major Private Works must include design drawings, specifications where appropriate and all permits required to be provided to Council prior to commencement of works.

Costings

- Where a Major Private Works project has been approved, a firm quotation must be provided.
- All quotations must be in writing and must be accepted by the applicant in writing prior to commencement of the works. Quotation shall be valid for 30 days only, after which an updated quotation will be provided on request.
- Where a Minor Private Works project has been approved, an estimate of costs will be provided.
- All estimates and quotes provided are GST-inclusive.
- Hire rates for Council plant must comply with Council's external plant hire rates.
- A minimum charge rate of two (2) hour plant hire for each machine engaged will apply to private works.
- Hourly Rates for staff must include on-costs for wages.

- Where plant/equipment is hired outside of normal working hours, the applicant will be charged the operator overtime or penalty rates as prescribed in the relevant award and Council's Enterprise Agreement.
- Quotes may include a contingency.
- Variations to scope may incur additional charges to the original quote and must be agreed to in writing by both parties before commencing additional works.

Council Employees, Elected Members, Volunteers, Consultants and Contractors

- Council Employees, Elected Members, Volunteers, Consultants and Contractors must pay the same rates and charges for private works that would apply to anyone else.
- All other rules contained within this policy also apply to any Council Employees, Elected Members, Volunteers, Consultants and Contractors requesting private works.
- Council Employees, Elected Members, Volunteers, Consultants and Contractors must not gain an advantage over the general public; for example, they cannot get an advantage in relation to GST, or purchase items on Council's accounts to gain a corporate discount.
- Council Employees, Elected Members, Volunteers, Consultants and Contractors will not receive favourable payment terms.
- Applications for private works for Council Employees, Elected Members, Volunteers, Consultants and Contractors must be approved by the General Manager.
- Applications for private works for Department Managers or the General Manager require the approval of Council.

Payment

- Upon completion the relevant Department Manager will arrange for the private works to be invoiced.
- Payment terms are 30 days.
- The applicant is responsible for paying the invoiced amount in full by the due date.
- A deposit or milestone payment may be required for Major Private Works.

4. REVIEW & APPROVAL PROCESS

Responsible Officers – General Manager and Department Managers

Document Controller – General Manager

Disclaimer

That this policy be read in conjunction with any or all other Council Policies.



GLAMORGAN SPRING BAY COUNCIL RISK MANAGEMENT STRATEGY

TITLE: RISK MANAGEMENT STRATEGY

RESPONSIBLE OFFICER: GENERAL MANAGER

APPROVED BY COUNCIL ON:

RESOLUTION NUMBER:

REVIEW DATE: 1 July 2022

INDEX

EXECUTIVE SUMMARY	3
BACKGROUND	4
1.1 INTRODUCTION	4
1.2 DEFINITIONS	5
1.3 SOURCE DOCUMENTS	6
RISK MANAGEMENT VISION	6
STATEMENT OF COMMITMENT	6
OBJECTIVES	7
SCOPE	7
GUIDING PRINCIPLES	8
RESPONSIBILITIES	9
IMPLEMENTATION	10
APPENDIX A	12
APPENDIX B	14
APPENDIX C	15
APPENDIX D	19
APPENDIX E	20

EXECUTIVE SUMMARY

The Risk Management Strategy (Strategy), provides a framework for assessing and responding to the current and potential risks to Glamorgan Spring Bay Council (Council). It provides the objective, principles, operating framework and broad process to ensure a consistent and flexible approach to the management of risks on the Council resources, now and in the future. This strategy is to safeguard the assets and resources of the Glamorgan Spring Bay Municipality.

The Councillors, General Manager, Executive Management Team and Staff of Council recognise risk management as a fundamental element for successful corporate governance and assurance. AS ISO 31000:2018 Risk Management – Guidelines suggest that an organisation should have a framework that integrates the process for managing risk into the organisation's overall governance, strategy and planning, management, reporting, processes, policies, values and culture.

The vision of the Strategy is to have a mature risk management framework which is embedded in the organisation's culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations.

The detailed framework for risk management at Council is based on AS ISO 31000:2018 Risk Management – Guidelines.

BACKGROUND

1.1 INTRODUCTION

Integrated risk management is critical to the Council's successful achievement of the guiding principles contained in the Glamorgan Spring Bay Council 10-Year Strategic Plan 2020-2029. As a small/medium rural council, Glamorgan Spring Bay, have limited human resources and capital. It is imperative we allocate these resources effectively through strong and robust decision making.

To this end, all Council Staff need to identify and minimise threats to the safe and effective use of Council resources and look for opportunities which exploit the effective and efficient use of all resources. By fostering a dynamic culture which embeds risk management as a key responsibility of all Staff, the Council will endeavour to minimise ineffective use of Council resources and ensure all Council events, activities and projects are undertaken with minimal risk to Staff, the general public and other stakeholders.

The risk factors identified are:

- ❖ Integrity – ethics, fraud, corruption, brand, image and reputation;
- ❖ Infrastructure – assets and property;
- ❖ Operational – business continuity, environment, public health, human resources, knowledge capital, legal, service delivery and compliance;
- ❖ Financial – liquidity, credit and price;
- ❖ Governance – qualified advice, decision making, long term strategic planning, policies;
- ❖ Empowerment – leadership, communications and change management;
- ❖ Information processing and technology – technology and information; and
- ❖ External environment – political, legislative, economic and social.

Environmental scanning (the process of identifying emerging issues, situations, and potential pitfalls that may affect an organisation's future) will be utilised in the business planning process to increase Council's awareness of the key risks it faces. The

characteristics and attributes of these risks will be clearly documented and understood by the organisation.

Key questions for Councillors, General Manager and the Executive Management Team to consider in undertaking this analysis include:

- **the type of risk** – technological, financial, health, safety, etc;
- **the source of risk** – external (political, economic, natural disasters) or internal (reputation, security, knowledge management, etc);
- **what is at risk** – area of impact and the type of exposure (people, reputation, program results, assets, etc); and
- **the level of control** – the degree to which the organisation can influence, affect or manage the risk.

The environmental scan will provide Council with the tool to set a strategic direction for risk management, which can be amended, or adjusted, as more information comes to light, or as the Council's capacity to manage risks increases.

1.2 DEFINITIONS

Risk Management: refers to the architecture (principles, framework and process) for managing risks effectively.

Risk: the effect of uncertainty on objectives.

- ⇒ A risk is often specified in terms of an event or circumstance and the consequences that flow from it.
- ⇒ A risk is measured in terms of a combination of the consequences of an event and their likelihood.
- ⇒ Risk may have a positive or negative impact.

Consequence: the outcome or impact of an event.

- ⇒ There can be more than one consequence from one event.
- ⇒ Consequences can range from positive to negative.
- ⇒ Consequences can be expressed qualitatively or quantitatively.
- ⇒ Consequences are considered in relation to the achievement of objectives.

Likelihood: used as a general description of probability or frequency.

- ⇒ Can be expressed qualitatively or quantitatively.

1.3 SOURCE DOCUMENTS

- ⇒ AS ISO 31000:2018 Risk Management – Guidelines
- ⇒ Glamorgan Spring Bay Council 10-Year Strategic Plan 2020-2029
- ⇒ Glamorgan Spring Bay Council Risk Management Policy
- ⇒ Glamorgan Spring Bay Council Risk Register
- ⇒ Glamorgan Spring Bay Council WHS Policy
- ⇒ Legislative responsibilities, including the *Local Government Act 1993* and others

RISK MANAGEMENT VISION

“To have a mature risk management framework which is embedded in the organisation’s culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations.”

STATEMENT OF COMMITMENT

The risk management process focuses attention and resources on critical areas, provides more robust operational plans and assists in improving our decision making process. Council is committed to embedding risk management within the Council’s organisational culture via:

- ⇒ The General Manager driving risk management practices from the top of the organisation and leading by example;
- ⇒ Incorporating risk management into Council’s strategic planning process, including the review of the risk register by Executive Management Team;
- ⇒ Endorse risk management practices in our daily operational activities; and
- ⇒ Provide support to Staff to build their knowledge and understanding of risk management practices.

OBJECTIVES

The risk management objectives are:

- ⇒ To support the achievement of organisational health;
- ⇒ To support Council's values and ethics;
- ⇒ To adopt risk management practices as an integral part of our corporate policies, practices and strategies;
- ⇒ To incorporate risk management in the business planning process by reviewing the risk register annually which assigns specific actions to manage priority risks and opportunities;
- ⇒ To embed ethical behaviour into our organisational culture as part of our risk management practices;
- ⇒ To promote ownership within the Council through increased levels of awareness and skills development of Council Staff; and
- ⇒ To incorporate risk management principles in all Council decision making processes.

SCOPE

The Risk Management Strategy will be implemented by all Council departments and across all Council services, functions and activities, whether directly controlled by Council or delivered through third party arrangements.

All Employees, Contractors, Partner Organisations and Volunteers engaged in the conduct of Council business are to apply consistent, proactive and systematic risk management practices in the employment of Council resources and delivery of Council services.

To manage risk in accordance with best practice, Council will observe the principles contained in AS ISO 31000:2018 Risk Management – Guidelines. Council business practices, processes and policies will be reviewed in conjunction with this standard to maintain best practices.

The Glamorgan Spring Bay Council Audit Panel will review the Risk Management Framework as per its Charter and provide advice to Council on any issues.

GUIDING PRINCIPLES

The principles of risk management are:

6.1 CREATES AND PROTECTS VALUE

Good risk management contributes to the achievement of Council's objectives through the continuous review of its processes and systems.

6.2 BE AN INTEGRAL PART OF ORGANISATIONAL PROCESSES

Risk management must to be integrated with Council's governance framework and become a part of its planning processes, at both the operational and strategic level.

6.3 BE PART OF DECISION MAKING

The process of risk management assists decision makers to make informed choices, identify priorities and select the most appropriate action.

6.4 EXPLICITLY ADDRESS UNCERTAINTY

By identifying potential risks, Council must implement controls and treatments to maximise the chance of gain while minimising the chance of loss.

6.5 BE SYSTEMATIC, STRUCTURED AND TIMELY

The process of risk management must be consistent across the organisation to ensure efficiency, consistency and the reliability of results.

6.6 BASED ON THE BEST AVAILABLE INFORMATION

To effectively manage risk it is important to understand and consider all available information relevant to an activity and to be aware that there may be limitations on that information. It is then important to understand how all this information informs the risk management process.

6.7 BE TAILORED

Council's risk management framework must include its risk profile, as well as take into consideration its internal and external operating environment.

6.8 TAKE INTO ACCOUNT HUMAN AND CULTURAL FACTORS

Risk management must recognise the contribution that people and culture have on achieving Council's objectives.

6.9 BE TRANSPARENT AND INCLUSIVE

Engaging stakeholders, both internal and external, throughout the risk management process recognises that communication and consultation is key to identifying, analysing and monitoring risk.

6.10 BE DYNAMIC, INTERACTIVE AND RESPONSIVE TO CHANGE

The process of managing risk must be flexible. The challenging environment we operate in requires Council to consider the context for managing risk as well as continuing to identify new risks that emerge, and make allowances for those risks that no longer exist.

6.11 FACILITATE THE CONTINUAL IMPROVEMENT OF THE ORGANISATION

Councils with a mature risk management culture are those that have invested resources over time and are able to demonstrate the continual achievement of their objectives.

RESPONSIBILITIES

All Employees, Contractors and Volunteers must to be familiar with and competent in the application of Council's Risk Management Policy and Strategy. The General Manager, Executive Management Team and Supervisors are accountable for adherence to this Strategy within their areas of responsibility. Detailed responsibilities are listed in Appendix A.

IMPLEMENTATION

Strategies	Responsibility	Key Stakeholders		Timeframe
		Primary	Secondary	
1. Implement framework for Risk Management throughout the organisation 1.1. Scheduled Review of the Risk Management Strategy 1.2. Annual Review of the Risk Management Policy 1.3. Annual Review of the Risk Register	General Manager General Manager General Manager	Councillors EMT Audit Committee	Community Council Staff	July 2022 July each year July each year
2. Embed Risk Management Practices into Councils culture 2.1. Executive Management Team adhere to AS ISO 31000:2018 Risk Management – Guidelines. 2.2. Implement a training program for the Executive Management team. 2.3. Implement a training program for Supervisors and Team Leaders. 2.4. Implement a training program for Staff. 2.5. Implement the Risk Register which identifies and prioritise all relevant operational risks across the organisation. Annual review of this Register. 2.6. Review Policies and Procedures to include risk management practices where appropriate.	General Manager EMT General Manager	Councillors EMT	Council Staff	Ongoing Jun 2021 Jun 2021 Jun 2021 July each year Ongoing

Strategies	Responsibility	Key Stakeholders		Timeframe
		Primary	Secondary	
3. Allocate appropriate resources including funding to Risk Management in annual budget.	General Manager	<i>Councillors EMT</i>	<i>Community</i>	Ongoing
4. Incorporate Risk Management into business planning process				
4.1. Improve Councillor understanding of strategic risks.	General Manager	<i>Councillors EMT</i>	<i>Community Council Staff</i>	Jun 2021
4.2. Document strategic risks identified in annual planning phase into Risk Register.	General Manager EMT			Mar 2021
4.3. Imbed annual risk identification process into the annual review of the Annual Plan.	General Manager EMT			Mar 2021
4.4. Incorporate amendments into Risk Register.	General Manager			July each year
4.5. Annual approval of Risk Register.	General Manager			July each year
5. Implement a monitoring and reporting system – see Appendix B	General Manager	<i>Councillors EMT</i>	<i>Community Council Staff</i>	July 2021

APPENDIX A

RISK MANAGEMENT RESPONSIBILITIES

1. Council

Council will:

- ❖ Develop and maintain Strategic Plan.
- ❖ Adopt a Risk Management Strategy to support the Strategic Plan.
- ❖ Adopt a Risk Management Policy to support the Risk Management Strategy.
- ❖ Ensure funding is available to adequately manage the risks identified in the risk register.

2. General Manager

The General Manager will:

- ❖ Provide a safe and healthy work environment in accordance with the *Work Health and Safety Act 2012*.
- ❖ Understand the principles of risk management.
- ❖ Ensure Council meets its duty of care to all Staff and the general public and protects its assets and operations through;
 - Education and training
 - Appropriate funding
 - Adequate loss control programs
- ❖ Assist the Council in the regular monitoring and reviewing of the risk register.
- ❖ Lead the Executive Management Team to promote and support risk management as a vital business principle.

3. Executive Management Team

The Executive Management Team will;

- ❖ Support and monitor the implementation of the Risk Management Policy and Strategy across the organisation.

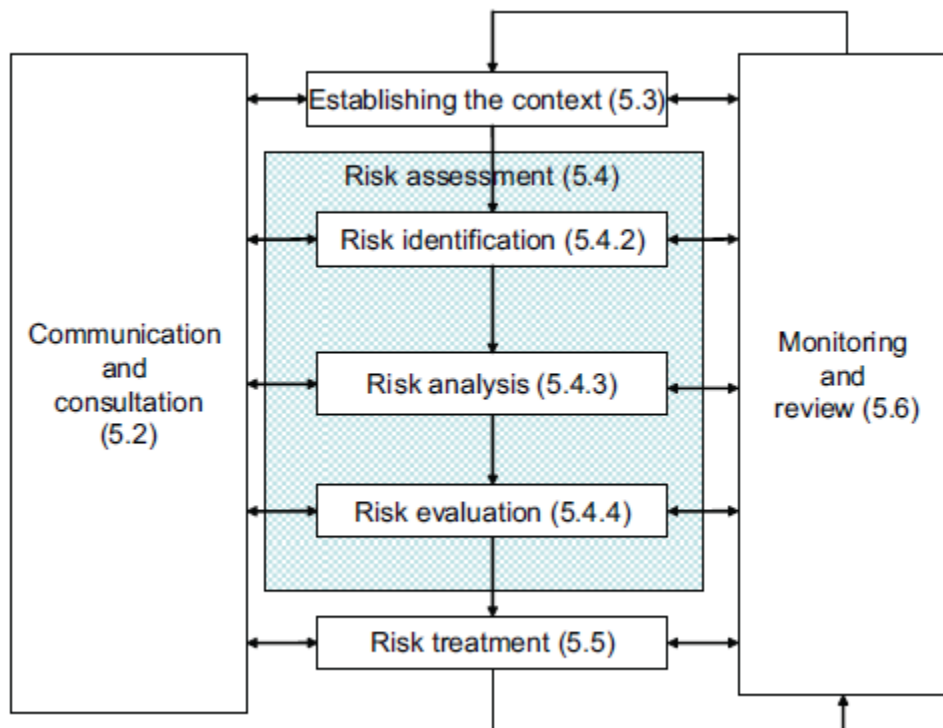
- ❖ Assess recommendations and make decisions with respect to the annual review of Council's Risk Management Policy and Strategy.
- ❖ Monitor and review (at least annually) the Risk Register
- ❖ Provide regular reports to Council with respect to the Risk Register.
- ❖ Together with the General Manager, promote and support an ethical environment.

4. All Staff

- ❖ Understand and observe the Risk Management Strategy and Risk Management Policy.
- ❖ Provide timely assistance and requested information in relation to any risk management issue.
- ❖ Make loss control/prevention a priority whilst undertaking daily tasks in the Council's operations.
- ❖ Perform duties in an ethical manner.
- ❖ Report illness, injury, hazard, near miss or incident and losses as they are detected, to their Manager or Supervisor.

APPENDIX B

RISK MANAGEMENT PROCESS



APPENDIX C

RISK MANAGEMENT PROCEDURE

This procedure is based on AS ISO 31000:2018 Risk Management – Guidelines. An overview of the Risk Management process is outlined in Appendix B. For guidance in relation to the application of this procedure or assistance in the conduct of Risk Assessments contact the Workplace Health and Safety Officer.

This procedure is to provide guidance to:

- ❖ The Executive Management Team in formulating, defining and refining the Risk Register.
- ❖ Individual Council Officers when undertaking operational risk assessments. Such assessments must then be sent to the Executive Management Team for confirmation and/or modification of the risk level and recommendations.

1. Communication and Consultation

It is important as an organisation that we have broad “ownership” of risk management practices and principles to ensure successful outcomes. Communication and consultation are important considerations at each stage of the Risk Management process. Ask the question *“has everybody been consulted, informed, and kept informed who needs to”?*

2. Establishing the Context

Establishing the context is the first step in Risk Management. This can be achieved by asking a series of questions, such as:

- ☛ What are the desired outcomes of the event, activity or project?
- ☛ How do we measure our success?
- ☛ Who are the major stakeholders?
- ☛ Do any of these stakeholders need to be involved in the risk assessment?
- ☛ What records do we keep? Keeping in mind legal and governance needs, cost and benefits.
- ☛ What criteria we will use to analyse the risk?
- ☛ How will the rest of the risk management process be structured?

3. Risk Identification

What, where, when, how and why can things happen to prevent us from achieving our goals and objectives? Transfer all identified risk to the Risk Register.

4. Risk Analysis

How big is the identified risk? Determine how likely a risk is to occur and how large the impact would be if it did occur. Use the risk matrix below to determine the risk level of each identified risk and enter this into the Risk Register. Refer to Appendix E for definitions on likelihood and consequences for each category of risk.

Risk Matrix

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	H	H	E	E	E
B (Likely)	M	M	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

LEGEND

E = extreme risk; immediate action required.

H = high risk; senior management attention needed.

M = moderate risk; management responsibility must be specified.

L = low risk; manage by routine procedures.

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer the organisation a number of ways to approach the hazard control process.

Eliminate the hazard

- Remove a noisy machine
- Cease in-house operations of hazardous work.

Substitute the hazard with a lesser risk

- Replace hazardous electrics with hydraulics
- Purchase less hazardous machinery.

Isolate the hazard

- Install guards, screens or enclosures
- Install roll-over protection on mobile powered plant.

Engineering controls

- Redesign the task, to enable it to be carried out in a different way.

Administrative controls

- Set up entry permits to operate work systems
- Install warning signs or danger tags.

Personal protective equipment

- Safety belts and harnesses, fall-arrest systems
- Industrial safety gloves and footwear.

5. Risk Evaluation

Are there any controls in place? Existing controls includes Policies, Procedures or Processes. Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is;

- ❖ Re-assess the risk in light of existing controls and adjust its Risk Level accordingly.
- ❖ Make a recommendation as whether the risk is acceptable or unacceptable, with the reason why.

6. Risk Treatment

What are we going to do about the risks we have identified? Develop action plans to address the risk. In addition, assign a Council Officer or department responsible for the actioning this risk, a completion date and note primary and secondary stakeholders to be influenced and communicated with regard to this risk.

Actions to be taken in relation to specified Risk Levels are:

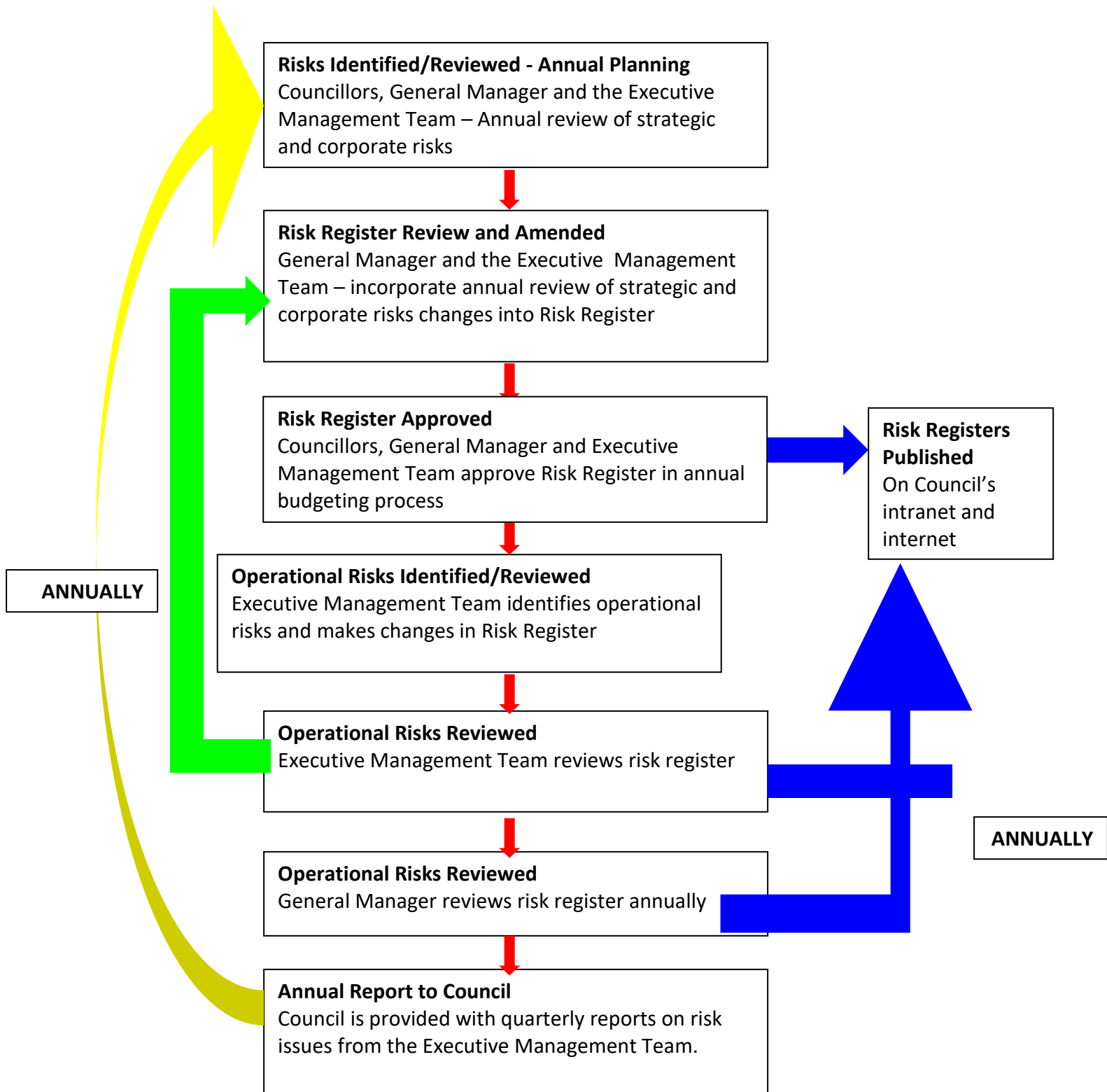
- Extreme –** immediate action to be initiated and Risk Action Plans to be developed and implemented under the direct control of the Executive Management Team and General Manager. All documentation retained for future reference.
- High –** action timeframe to be determined by Executive Management Team, with Risk Action Plans developed by Responsible Manager/s for Executive Management Team approval.
- Moderate –** assess in terms of other competing priorities and take action to fix if resources permit.
- Low –** no immediate action required – could be managed by routine procedures.

7. Monitoring and Review

Have we got it right? Registered risks will remain open until they have been eliminated, controlled or reduced to an acceptable level. The Responsible Manager, Supervisors and the Executive Management Team are to monitor the implementation of Risk Action Plans to ensure agreed actions are being taken and review the risk levels, to reflect changes made.

APPENDIX D

RISK MANAGEMENT REPORTING AND MONITORING FRAMEWORK



APPENDIX E

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Contractual & Legal

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated non-compliance or breach; negligible financial impact
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained non-compliance or breach with short term significance and minor financial impact
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major breach with fines and litigation; long term significance and major financial impact
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive fines and litigation with possible class action; threat to viability of program or service

Environment & Public Health

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Minimal environmental impact; isolated release only
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor environmental impact; on-site release immediately controlled
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant environmental impact; on-site release contained with assistance
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major environmental impact; release spreading off-site; contained with external assistance
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Fatalities occur; extensive release off-site; requires long term remediation

Financial

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Negligible financial loss (< \$10,000); no impact on program or business operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor financial loss (\$10,000 - \$50,000); minimal impact on program or business operations
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant financial loss (\$50,000 - \$500,000); considerable impact on program or business operations
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major financial loss(\$500,000 - \$1M); severe impact on program or business operations
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive financial loss (\$1M+); loss of program or business operation

Industrial Relations

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated, internal or minimal impact on staff morale or performance; minimal loss to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained impact on staff morale or performance with short term significance; medium loss to organisation
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant impact on staff morale or performance involving investigation; significant loss to organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major impact on staff morale or performance with long term significance; very high loss to organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive impact on organizational morale or performance; worst case loss to organisation; threat to viability of program or service

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Information Technology

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	No measurable operational impact to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor downtime or outage in single area of organisation; addressed with local management and resources
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant downtime or outage in multiple areas of organisation; substantial management required and local resources
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Loss of critical functions across multiple areas of organisation; long term outage; extensive management required and external resources
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive and total loss of functions across organisation; disaster management required

Natural Hazards

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Minimal physical or environmental impact; isolated hazards only; dealt with through normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor physical or environmental impact; hazards immediately controlled with local resources
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant physical or environmental impact; hazards contained with assistance of external resources
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major physical or environmental impact; hazard extending off-site; external services required to manage
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required

OH&S

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	First Aid only required
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor medical treatment with or without potential for lost time
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Individual fatality or serious long term injury
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Multiple fatalities or extensive long term injury

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Political & Governance

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained non-compliance or breach with short term significance; some impact on normal operations
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Serious breach involving statutory authority or investigation; significant failure of internal controls; adverse publicity at local level
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened

Professional Indemnity

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated, internal or minimal complaint, minimal loss to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained complaint or action with short term significance; medium loss to organisation
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant complaint involving statutory authority or investigation; prosecution possible with significant loss to organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major complaint with litigation and long term significance; very high loss to organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive litigation with possible class action; worst case loss to organisation; threat to viability of program or service

Property and Infrastructure

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated or minimal loss; short term impact; repairable through normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor loss with limited downtime; short term impact; mostly repairable through normal operations
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant loss with temporary disruption of services; medium term impact on organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Critical loss or event requiring replacement of property or infrastructure; long term impact on organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Disaster with extensive loss and long term consequences; threat to viability of service or operation

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Public Liability

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	First Aid only required; minimal loss to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Some medical treatment required; medium loss to organisation
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant injury involving medical treatment or hospitalization; high loss to organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Severe injuries or fatality to individual; very high loss to organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Multiple fatalities or extensive long term injury; worst cast loss to organisation

Reputation

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated, internal or minimal adverse attention or complaint
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Heightened local community concern or criticism
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant public criticism with or without media attention
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Serious public or media outcry; broad media attention
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive public outcry; potential national media attention

Other

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	An isolated event, the impact of which can be absorbed during normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	A minor event, the impact of which can be absorbed with specific management
Possible	Not generally expected to occur but may under specific circumstances	Moderate	A significant event, the impact of which can be managed but has medium term implications
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	A critical event, the impact of which may be endured with proper management but has long term implications
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	A disaster or event with extensive impact across multiple areas of the organisation; threatens viability of the business



GLAMORGAN SPRING BAY COUNCIL RISK MANAGEMENT POLICY

TITLE: RISK MANAGEMENT POLICY

RESPONSIBLE OFFICER: GENERAL MANAGER

APPROVED BY COUNCIL ON:

RESOLUTION NUMBER:

REVIEW DATE: 1 July 2021

RISK MANAGEMENT POLICY

1) VISION

Glamorgan Spring Bay Council's (Council) vision is to have a mature risk management framework which is embedded in the organisation's culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations.

2) SCOPE

The Risk Management Policy (Policy) includes all services and functional areas of the organisation, including contractors, consultants and volunteers, and all levels within the organisation.

The policy is applicable across the organisation and encompasses risk management principles pertaining to all classes of risk.

Risk assessments will be undertaken for all:

- ⇒ Operational activities
- ⇒ Projects
- ⇒ New activities
- ⇒ Community events sponsored by Council

3) OBJECTIVES

The objective of the Risk Management Policy is to ensure effective risk management practices and procedures are fully integrated into our organisation's culture, enabling us to minimise threats and maximise opportunities in the achievement of our strategic objectives. This Policy will be supported by a complementary Risk Management Strategy.

Fundamental to risk management are the following objectives:

- ⇒ To improve Council's overall performance in areas such as decision making, legislative compliance and achievement of the objectives outlined in council's Strategic and Annual Plans.

- ⇒ To ensure that Council's resources are allocated effectively and efficiently.
- ⇒ To raise awareness of risk management in our organisation.
- ⇒ Engage all stakeholders of Council, including Staff, in supporting and driving risk management principles as outlined in AS ISO 31000:2018 Risk Management – Guidelines.

4) DELEGATION OF AUTHORITY

Authority for implementation of the Risk Management Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

5) RISK APPETITE

As Council has limited resources, risk identified as extreme and high will be addressed immediately. Moderate risks will be assessed in terms of other competing needs and action will be taken to reduce this risk if resources permit. Low risks require no immediate action but could be managed by routine procedures.

6) ROLES AND RESPONSIBILITIES

Councillors, Management, Employees, Volunteers and Contractors all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Council. Management and Staff are to be familiar with and competent in the application of Council's Risk Management Policy and are accountable for adherence to that Policy within their areas of responsibility.

Council

- Are committed to best practice risk management in order to benefit the community and manage costs;
- Provide the support and basis on which the Risk Management Policy can be implemented. This includes listing risk management as a priority in Council's Annual Plan;

- Ensuring risk management issues are considered in decision making;
- Ensuring there is adequate budgetary provision for the implementation and maintenance of this Policy; and
- Responsible for approving the Risk Management Policy and Risk Management Strategy.

General Manager

- Recognising and adopting risk management as a key function of the organisation;
- Ensuring risks are managed in accordance with the AS ISO 31000:2018 Risk Management – Guidelines;
- Development and provision of awareness and training throughout Council; and
- Provide risk management related information, as requested by Council.
- Report to Council quarterly on risk issues from the Executive Management Team.

Executive Management Team

- Ensuring that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures.
- Maintaining overall responsibility for the effective management of all types of risks related to this Policy across Council's operations.
- Providing risk management related information as requested by Council.
- Preparing and implementing documented procedures for each aspect of operations under their control and/or direction.
- Monitoring and auditing practices and processes to ensure appropriateness to current conditions and practices.
- Immediately act upon information provided by Employees or Residents who are reporting a hazard or incident through the Customer Request system.

Supervisors

- Providing assistance and requested information in relation to any insurance claim or risk management issue, in a timely manner.

- Ensuring that Council responds immediately to any report of a hazard or incident received from a Resident, Visitor, Employee, Volunteers and Contractors.
- Advising of any risk management matter that should be incorporated in forthcoming budgets.

Employees

- Familiarising themselves with Council's Risk Management Policy, principles and procedures.
- Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, Employees, Volunteers, Contractors or the Public.
- Providing risk management related information as requested by their Manager/Supervisor.

Volunteers

- Familiarising themselves with Council's Risk Management Policy, principles and procedures.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, Employees, Volunteers, Contractors or the Public.
- Providing risk management related information as requested by their Manager/Supervisor.

Contractors

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, Employees, Volunteers, Contractors or the Public.

Audit Committee

- Review Council's Risk Management Policies, procedures and registers.
- Recommend new procedures or amendments to existing procedures.

- Monitor the recommendations and outcomes from audits conducted by Council's Public Liability Insurer.

7) IMPLEMENTATION

A Risk Management Strategy including internal audits and reviews will be completed on a regular basis to enable progressive adjustment of practices to be undertaken to achieve full compliance with this Policy.

8) PERFORMANCE REVIEW

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness in satisfying the requirements of AS ISO 31000:2018 Risk Management – Guidelines. Records of all reviews and changes shall be documented for future reference.

9) REFERENCES

AS ISO 31000:2018 Risk Management – Guidelines

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Glamorgan Spring Bay Council Risk Management Strategy

Glamorgan Spring Bay Council Risk Register

Local Government Act 1993

Other relevant legislation