GLAMORGAN SPRING BAY COUNCIL

ORDINARY COUNCIL MEETING AGENDA

TUESDAY 28 JANUARY 2025

2:00 PM

Council Chambers, Triabunna

ACKNOWLEDGEMENT OF COUNTRY

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

NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday 28 January 2025, commencing at 2:00 pm.

QUALIFIED PERSON CERTIFICATION

I hereby certify that, in accordance with section 65 of the *Local Government Act 1993*, any advice, information and recommendations contained in the reports related to this Agenda have been prepared by persons who have the qualifications or experience necessary to give such advice, information and recommendations.

Dated this Thursday 23 January 2025



Peter Porch
ACTING GENERAL MANAGER

IMPORTANT INFORMATION

- As determined by Glamorgan Spring Bay Council in April 2017, all Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live.
- A recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

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

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1 OPENING OF MEETING

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

1.1 Present

1.2 Apologies and Leave of Absence

Leave of Absence

In accordance with r.39 of the Local Government (Meeting Procedures) Regulations 2015, the Chairperson hereby requests Leave of Absence for Mayor Cheryl Arnol for this meeting of Council, for personal reasons.

RECOMMENDATION

That Council grant Mayor Cheryl Arnol leave of absence for the meeting of Council held on Tuesday 28 January 2025.

1.3 In Attendance

1.4 Late Reports

(Motion to receive required)

1.5 Declaration of Interest or Conflict

The Mayor requests Elected Members to indicate whether they have:

1. *any interest (personally or via a close associate) as defined in s.49 of the Local Government Act 1993; or*

2. *any conflict as described in The Model Code of Conduct for Councillors, in any item included in the Agenda.*

2 CONFIRMATION OF MINUTES

2.1 Ordinary Meeting of Council - 10 December 2024

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 10 December 2024 at 2:00pm be confirmed as a true and correct record.

2.2 Date and Purpose of Workshop(s) Held

TUESDAY 10 DECEMBER 2024

In accordance with the requirement of Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council Workshop was held from 3.57pm to 5.15pm on Tuesday 10 December 2024 at the Council Offices, Triabunna.

Present:

Mayor Cheryl Arnol
Clr Rob Churchill
Clr Neil Edwards
Clr Kenneth Gregson
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

Apologies:

Deputy Mayor Michael Symons

In Attendance:

Peter Porch, Acting General Manager

Guests

Nil.

Agenda

- Recognition of continuous years of service - Councillors and Staff Policy
- Review of Gifts and Donations Policy
- Review of Personal and Private Information Policy
- Review of Public Art Memorial Policy
- Draft Letter to committees RE New Process for Special Project Proposals
- Stormwater Policy for New Developments
- Strategic Plan Review
- Dolphin Sands fire mitigation report

TUESDAY 14 JANUARY 2025

In accordance with the requirement of Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council Workshop was held from 1.30pm to 5.00pm on Tuesday 14 January 2025 at the Council Offices, Triabunna.

Present:

Mayor Cheryl Arnol
Clr Rob Churchill
Clr Neil Edwards
Clr Kenneth Gregson
Clr Carole McQueeney
Clr Jenny Woods
Clr Robert Young

Apologies:

Deputy Mayor Michael Symons (due to work commitments)

In Attendance:

Peter Porch, Acting General Manager
Alex Woodward, Director Planning and Development
Elysse Blain, Director Corporate and Community
Daniel Willsmore, Open Space Planner
Tiara Williams, Planner

Guests

- Alison Merridew

Agenda

- Presentation by Reconciliation Tasmania RE: Aboriginal community engagement and reconciliation
- Open Space Strategy / Walking and Cycling Strategy
- Public Toilet Strategy
- Budget Review
- Grants Commission - data and alternative approach
- LGAT CCTV Project
- Minister's visit items (Minister Vincent - 16 January 2025)
- Family and Domestic Violence Policy and Procedure

RECOMMENDATION

That Council notes the information.

3 PUBLIC QUESTION TIME

Public Question Time gives any member of the public the opportunity to freely ask a question on any Council related matter.

Answers to questions will be given immediately if possible or taken “on notice” if an ‘on the spot’ answer is not available.

In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, Questions on Notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which a member of the public would like a question answered.

3.1 Questions on Notice

Nil.

3.2 Questions Without Notice

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

4 PLANNING AUTHORITY SECTION

Nil Reports.

5 FINANCIAL REPORTS

5.1 Financial Reports for November and December 2024

Author: Accountant (Mary Oyeyiola)

Responsible Officer: Director Corporate and Community (Elysse Blain)

ATTACHMENT/S

1. Group Financial Statements 2024-11 - November 2024 [**5.1.1** - 3 pages]
2. Group Financial Statements 2024-12 - December 2024 [**5.1.2** - 3 pages]
3. Capital Works Projects 2024-12 [**5.1.3** - 2 pages]

BACKGROUND/OVERVIEW

The financial reports for the period ended November and December 2024 as attached to this report are presented for the information of Council.

STATUTORY IMPLICATIONS

- Australian Accounting Standards Board (AASB)
- International Financial Reporting Standards (IFRS)

BUDGET IMPLICATIONS

There are no budget implications recognised in the receipt and noting of these reports by Council.

RISK CONSIDERATIONS

Risk	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation				
There are no material risks from adopting this recommendation.				
Do not adopt the recommendation				
By not receiving and reviewing the major financial reports on a regular basis, such as the Profit & Loss, Statement of Cash Flows, Capital Works and Balance Sheet, Council risks not meeting its financial management obligations.	Likely	Likely	High	By not adopting the recommendation Council is not endorsing the financial reports for the period ending November and December 2024. Council needs to endorse.

OFFICER'S RECOMMENDATION

That Council receives and notes the Financial Reports as attached to this report for the period ended November and December 2024.

6 SECTION 24 COMMITTEES

Nil.

7 INFORMATION REPORTS

7.1 Acting General Manager - Peter Porch

Asset Management; Roads, Bridges and Footpaths; Stormwater; Waste Management; Public Amenities; Parks, Buildings and Marine Infrastructure, Reserves and Walking Tracks; Cemeteries

ATTACHMENTS

Nil

PURPOSE

This report provides information on the ongoing tasks of the Department in relation to Asset Management; Roads, Bridges and Footpaths; Stormwater; Waste Management; Public Amenities; Parks, Buildings and Marine Infrastructure, Reserves and Walking Tracks; and Cemeteries.

OFFICER'S COMMENTS

ASSET MANAGEMENT

Asset Management practice is the strategic driver for the activities of the Department and is partnered by works that operate to maintain essential services to the community.

Inspection of asset condition is a vital part of the asset management activities and historically has involved paperwork being filled out and re-entered into systems. The team have been slowly but deliberately making progress towards paperless condition assessment to enable data from the field to be provided for mass upload to streamline and create efficiencies over previous individual entries. The work on this will continue as we resolve standard reporting templates to use in the field.

CONSULTANT SERVICES

Consultant services are required to deliver specialised services to Council for a range of generally short-term requirements. Current consultant activities comprise:

- Civil project management
- Design works for capital projects
- Bushfire Mitigation Assessment

OPERATIONAL WORKS

ROADS, BRIDGES, FOOTPATHS, KERBS

- 4 unsealed road inspections completed
- Levendale Back Rd (Buckland) maintenance grade - completed
- Wielangta Rd maintenance grade - 70% completed

- Cold mixing of potholes across the municipality - Ongoing across municipality - approx. 4 ton of cold mix placed for December.
- Spray sealing maintenance on sealed roads - Being undertaken in Triabunna/ Orford/Buckland
- Box outs Kent St, Buckland - Box outs completed, resealing completed
- Buckland Rd box outs near Cutting Grass Rd due to pavement failure - box outs completed. resealing completed
- Culvert failure on Esplanade, Coles Bay - culvert replaced, completed - will be resealed with upcoming reseal campaign - completed
- Hair pin corner widening on Rheban Rd, Spring Beach - spray seal applied to this area - completed
- Roadside weed spraying of sealed and unsealed roads - ongoing
- Street sign survey of Swansea and surrounding areas - survey completed, new signs due Jan 2025
- Roadside and fire break slashing (deck slashing) – Underway across municipality. Due to excessive grass growth in some areas, second slashings may be required this year.
- Reach Slashing of roadsides not accessible to deck slashing - Buckland area completed
- Numerous subdivision inspections across the whole municipality - Ongoing
- Street sweeping of all KC in municipality - completed

STORMWATER, DRAINAGE

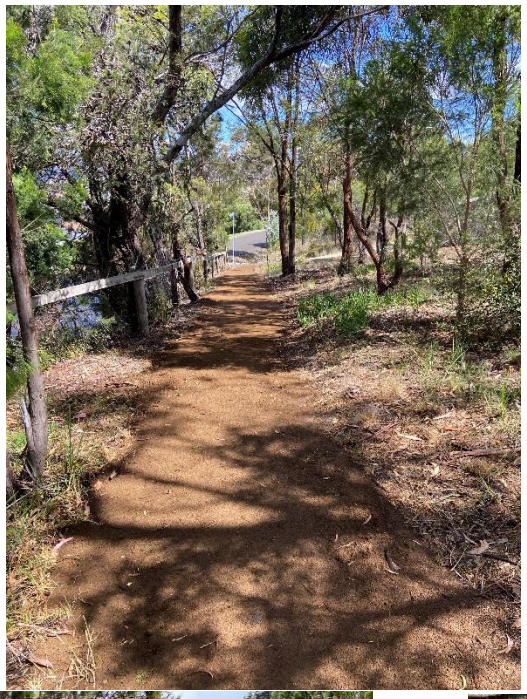
- Open drain and culvert/cross over maintenance - ongoing across municipality
- Minor to moderate rainfall events causing minimal nuisance.

WASTE MANAGEMENT

- Mulched materials sufficiently aged for weed treatment have begun to be collected by residents, with Swansea the most popular locality to date. No cost is involved for domestic collections but collectors must load their own trailers.
- Mulching of all 4 transfer stations was carried out before Christmas to manage fire hazards over the summer period.
- Some delays in bin collection was experienced over Christmas/New Year due to the increased volumes collected. Where a single truck load is collected normally, an additional trip was required delaying some collections to the following day due to fatigue management requirements for drivers.

PARKS, PLAYGROUNDS, RESERVES, WALKING TRACKS, CEMETERIES

- A previously unmaintained walking track linking the end of Bernacchi Drive Orford with the end of Barton Avenue Triabunna has been opened by works crews in the lead up to Christmas. This extends pedestrian access across the headland. The 170 metres of track is a useful link in the trail network servicing the area.









- Orford/Triabunna foreshore walking track maintenance - completed
- New weekly park/reserve inspection document to further improve services - developed and implemented within the outdoor team
- Pressure cleaning of Swansea main street footpath - completed
- Pressure cleaning of all concrete surfaces in Jubilee Park and Duck Park Swansea - underway

BUILDINGS & MARINE INFRASTRUCTURE

- Buckland Public Toilets - Many issues with system not being able to handle the usage since early December 2024, plumbers have been called to site numerous times. Determined to fence an area and install sprinklers to disperse effluent.
- Attendance to blockages at various public amenities

- Minor building maintenance numerous locations
- Vandalism to toilet blocks between Christmas/New Year - Millington's Beach, Our Park, Buckland and Raspin Beach.
- Marina operations ongoing.

EMERGENCY MANAGEMENT

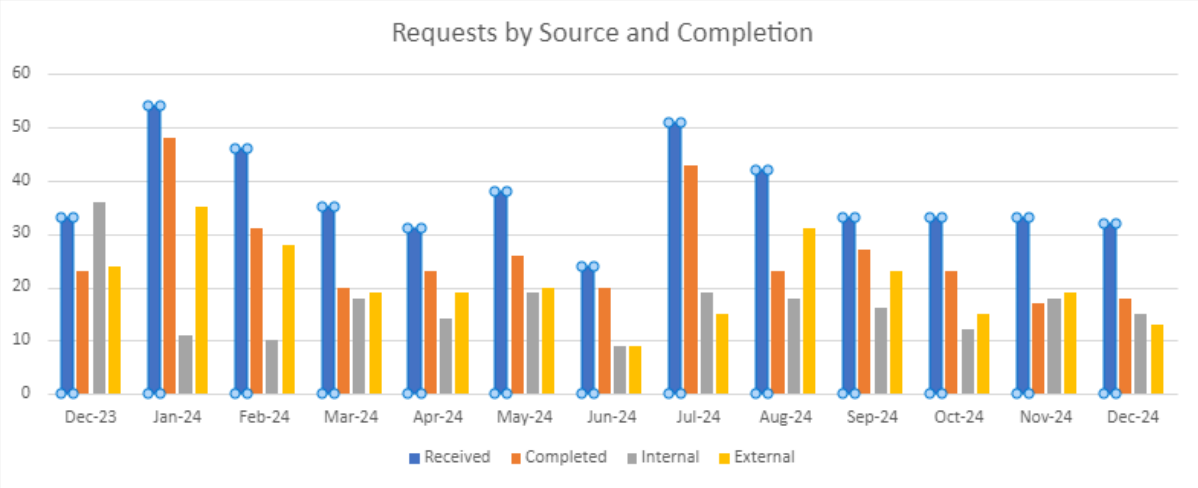
After hours rostering carried out as scheduled.
Early December storms saw minimal issues associated with wind and flooding. A tree effectively blocked Earlham Road for a period one evening and the usual bridges in the Bicheno/Swansea areas were closed temporarily due to bridges and floodway's overtopping.

Christmas – New Year after hours arrangements operated effectively with minimal call-outs.

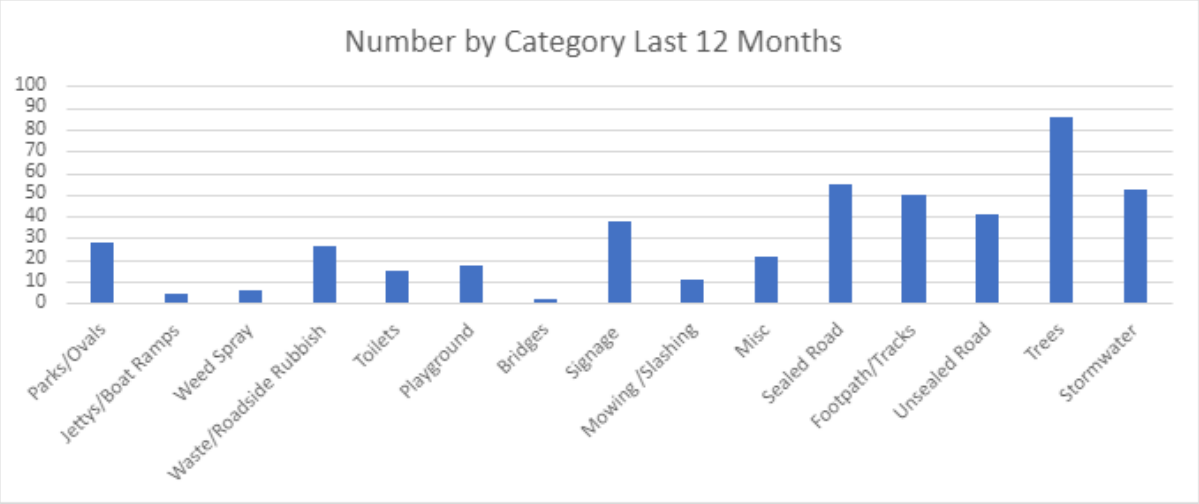
- Large fallen tree on Earlham Rd - after hours, tree removed with 20t excavator
- Bicheno Black water blockages excessive over the period. Relocation of facility is in planning.

CUSTOMER REQUESTS

The chart below summarises the requests received year to date by the total numbers received; the number completed; those generated by the public and those generated by officers.



The requests are sorted into categories to provide an overview of the areas showing the most interest or greatest need for attention as per the bar chart below:



CAPITAL WORKS

- Tenders closed for the replacement of Ferndale Road Bridge Bicheno, allowing a late report to go to the December Council meeting. The tender has been awarded to Hazell Brothers with contracts now signed.
- Wielangta Rd 1.6klm re-sheet at end of road - completed
- Swanwick Road footpath extension - currently scheduling the project- Feb/March 2025
- Pit and Pipe replacement:

  Bradley Drive, Coles Bay- 4 X pit/grate replacements and upgrades - Underway
- Re-Seal/Pavement Rehab Campaign for 2024/2025 - Underway - 50% completed
- Fencing of Orford WTS - planned for Jan 2025
- Gross Pollutant Trap install, West Shelly boat ramp, Orford - currently scoping and planning project
- Bicheno Skate Park carpark and toilet block - site planning underway

Grant funded

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

- Bicheno Triangle commencement pending.
- Coles Bay Foreshore Track – project completed.
- Coles Bay Hall Annex – works continuing. 85% complete.

PLANT AND VEHICLES

- Waiting on grant deed signing through Dolphin Sands Association for mulching machine purchase.
- Waiting on truck replacement delivery.

GENERAL

- Black summer Bushfire project 10,000 litre fire water tank installs x 31 - 29 tank bases installed, first 6 tanks delivered and installed. More tanks to be delivered 16th Jan 2025.
- Rehabilitation of fire breaks at end of McNeill's Rd, Swansea from 2019 bushfires - Works starting 15th January 2025 – funded by Black Summer Bushfire Grant.
- Liaison with TasWater on site works across Orford for their pump station upgrades ongoing.

RESERVE BOOKINGS AND ROAD CLOSURES

Road closures for the events noted will be carried out under section 19.1(a) of the *Local Government Highways Act 1982* requiring consultation with the Commissioner of Police:

- Christmas Parades.

RECOMMENDATION

That Council notes the information.

8 OFFICERS' REPORT REQUIRING A DECISION

8.1 Dolphin Sands Bushfire Mitigation Assessment Report November 2024

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Dolphin Sands Bushfire Mitigation Assessment Report December 2024 - GPM Pty Ltd [**8.1.1** - 46 pages]

PURPOSE

To present council with a fire mitigation report commissioned following the Dolphin Sands bushfire of 2023.

BACKGROUND/OVERVIEW

In late 2023 a bushfire developed along the Dolphin Sands peninsula resulting in the loss of at least one house and the evacuation of numbers of homes.

In the debriefing which occurred through a public meeting involving councillors, local residents and members of emergency response agencies, many suggestions were made for mitigating the risks to property owners.

Through the Emergency Management network, officers consulted on measures which may be useful. There are known limitations involving environmental impacts associated with protected vegetation overlays and erosion zones. Additionally, the majority of land is in private ownership, many of whom are absentee landlords. These circumstances provide limitations to what can be achieved to reduce the fire risk.

The outcome of these considerations was to engage a fire risk assessment specialist to review the land tenure, existing fire management plans and make recommendations about what additionally might be practical to do to reduce the risk of fire starting and or spreading.

The consultant company, Ground Proof Mapping, engaged with various residents, Tas Fire Service representatives, local Tas Fire Unit leaders, council officers, Parks personnel and reviewed some residential property fire plans. Land zoning and overlays were reviewed and other research and review actions necessary to form professionally considered recommendations to include in the report.

STRATEGIC PLAN REFERENCE

Key Foundations
4. Our Environment

This means

Implementing strategies to respond to climate change.

STATUTORY IMPLICATIONS

Emergency Management Act 2006
Local Government Act 1993

BUDGET IMPLICATIONS

Council has a limited budget for measures which are new with which to implement additional levels of service.

There are some funds within roads and parks for recommendations within the report that can be actioned without budget impact.

There are some recommendations which cannot be carried out without additional funding but may attract grant funds which can be sought in the future.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation The report is designed to provide risk mitigation therefore adoption of the report is in itself a risk mitigation action.	Possible	Negligible	Low	Mitigation applied.
Do not adopt the recommendation Existing risk remains	Possible	Moderate	Moderate	Reconsider councils risk appetite.

OFFICER'S COMMENTS

The report is welcomed as it provides clarity where there was uncertainty regarding how many and where additional clearing of beach access land should or could occur.

There are some actions identified which are within council's existing level of service and these have been completed since the report was presented in accord with annual work schedules.

Officers have moved quickly to install an additional large water tank in the recommended location and clearing of existing areas where new plantings had been established without consideration of the more holistic fire management needs of the locality.

There are also actions recommended which require council's advocacy or external funding. Advocacy where legislation does not permit private property entry and funding where additional services are proposed. These actions are included as measures which can be elevated to state agencies because there may be a statewide application.

The report provides actions for council, Tas Fire and landowners who all have parts to play in mitigating the risk of fire in Dolphin Sands.

OFFICER'S RECOMMENDATION

That council adopts the Dolphin Sands Bushfire Mitigation Assessment Report November 2024, and commends it to the General Manager to implement to the extent of council's resource limitations, powers and delegations.

8.2 Public Art and Memorials Policy Review

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. DRAFT Public Art Memorial Policy 2024 Review [**8.2.1** - 13 pages]

PURPOSE

To recommend that Council adopts the revised *Public Art and Memorial Policy* as attached to this agenda item.

BACKGROUND/OVERVIEW

In September 2022, Council adopted the *Public Art and Memorial Policy*, which provides a framework for the installation of public art and memorials in various forms across public spaces within the Glamorgan Spring Bay Municipal Area.

Following the receipt of recent applications, areas for improvement were identified, prompting a review of the policy. This review resulted in several updates, with a focus on enhancing clarity, particularly in distinguishing between public art and public memorials and naming of infrastructure.

The revised Public Art and Memorial Policy was presented to Council at a Workshops held on 8 October and 10th December 2024. If adopted by Council, the Policy will be made available on Council's website and staff and Councilor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations
1. Our Governance and Finance

This means
Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.	Nil	Nil	Nil	Nil.
Do not adopt the recommendation Governance mechanisms for these requests not improved.	Low	Low	Low	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The revised Policy was reviewed in response to recent applications received, which highlighted areas for improvement. It is now recommended for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the revised Public Art and Memorial Policy as attached to this report item effective 28th January 2025.

8.3 Gifts and Donations Policy Review

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. DRAFT Gifts Donations Policy 2024 Review [**8.3.1** - 11 pages]

PURPOSE

To recommend that Council adopts the draft Gifts and Donations Policy as attached to this agenda item.

BACKGROUND/OVERVIEW

In order to promote and continue to improve the good governance within Glamorgan Spring Bay Council, a draft Gifts and Donations Policy has been reviewed.

The purpose of this Policy is to outline the obligations and responsibilities of Council's officials when dealing with offers of gifts or donations.
The Policy also assists Council officials to make appropriate judgments in relation to favours, gifts and donations and therefore avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.

The Policy applies to all favours, gifts and donations offered to or received by all Council officials in their role as officers of the Council. and addresses the following key elements:

- Acceptable Gifts and Donations
- Token gifts and donations
- Nominal and significant values
- Actual or perceived effects
- Bribes
- Close associations / family
- Recording
- Notification
- Disposal

The draft Gifts and Donations Policy was presented to Council at a Workshop held on 10th December 2024. If adopted by Council, the Policy will be made available on Council's website and staff and Councillor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations
1. Our Governance and Finance

This means
Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

Local Government Act 1993
Local Government (General) Regulations 2015
Local Government (Code of Conduct) Order 2024
Glamorgan Spring Bay Council – Employee Code of Conduct
Integrity Commission Act 2009

BUDGET IMPLICATIONS

There are no budget implications associated with this report.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation • No material risk associated with adopting the recommendation.				• Nil.
Do not adopt the recommendation Policy review date overdue.	Low	Low	Low	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The draft Policy has been reviewed in accordance with Council's Corporate Calendar and is recommended for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the Gifts and Donations Policy as attached to this report item effective 28th January 2025.

8.4 Recognition of Continuous Years of Service Policy Review

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch))

ATTACHMENT/S

1. REVIEW 2024 - Recognition of Continuous Years of Service – Councillors & Staff Policy [**8.4.1** - 5 pages]

PURPOSE

To recommend that Council adopts the draft Recognition of Continuous Years of Service Councillors & Staff as attached to this agenda item.

BACKGROUND/OVERVIEW

In order to promote and continue to improve the good governance within Glamorgan Spring Bay Council, a draft Recognition of Continuous Years of Service Councillors & Staff has been reviewed.

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

The Policy applies to all duly elected Councillors under the provisions of The Local Government Act 1993 and to staff members and addresses the following key elements:

- The ways in which staff and councillors will be formally recognised for continuous service to the community through council.

The draft Recognition of Continuous Years of Service Councillors & Staff was presented to Council at a Workshop held on 10th December 2024. If adopted by Council, the Policy will be made available on Council's website and staff and Councillor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations
1. Our Governance and Finance

This means
Reviewing and updating existing Council strategies and plans.

STATUTORY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

No new budget implications

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.				Nil.
Do not adopt the recommendation Policy review date overdue.	Low	Low	Low	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The draft Policy has been reviewed in accordance with Council's Corporate Calendar and is recommended for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the Recognition of Continuous Years of Service Councillors & Staff as attached to this report item effective 28th January 2025

8.5 Personal and Private Information Policy Review

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Personal Private Information Policy reviewed 2023 (1) [**8.5.1** - 8 pages]

PURPOSE

To recommend that Council adopts the reviewed Personal and Private Information Policy as attached to this agenda item.

BACKGROUND/OVERVIEW

In order to promote and continue to improve the good governance within Glamorgan Spring Bay Council, the Personal and Private Information Policy has been reviewed.

This Policy applies to all Councillors, Council employees, contractors, workplace participants and volunteers of Council and covers any personal information that is collected, retained, stored and used by Council where it is necessary for one or more of the Council's functions or activities.

Key elements addressed in the Policy are:

- Collection of Personal Information
- Use and Disclosure of Personal Information
- Disclosure of Personal Information outside of Tasmania
- Data Quality
- Data Security
- Openness, accessing and correcting Personal Information

Council's existing Personal and Private Information Policy underwent its last review and adoption in October 2021, with the next review originally scheduled for September 2023. The recently reviewed Policy incorporates an updated review cycle, with no substantial alterations to its content and has been reviewed at councils workshop on the 10th December 2024.

STRATEGIC PLAN REFERENCE

Key Foundations
1. Our Governance and Finance

This means
Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

- Archives Act 1983
- Personal Information Protection Act 2004 (Tas)
- Right to Information Act 2009 (Tas)
- GSBC Customer Service Charter Policy
- GSBC Code of Conduct

BUDGET IMPLICATIONS

N/A

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.				Nil.
Do not adopt the recommendation Policy review date overdue.	Low	Low	Low	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The Policy has been reviewed in accordance with Council's Corporate Calendar and is recommended for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the Personal and Private Information Policy as attached to this report item effective 28 January 2025.

8.6 Stormwater Policy for New Developments

Author: Acting General Manager (Peter Porch)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Glamorgan Spring Bay Council Draft Stormwater Policy 09 Oct 2024 [**8.6.1** - 14 pages]

PURPOSE

To recommend that Council adopts the draft Stormwater Policy for New Developments as attached to this agenda item.

BACKGROUND/OVERVIEW

In order to promote and continue to improve the good governance within Glamorgan Spring Bay Council, a draft Stormwater Policy for New Developments has been developed.

The purpose of the Policy is to:

- Establish a framework for Glamorgan Spring Bay Council to manage stormwater in new developments in alignment with the Tasmanian Planning Scheme.
- Ensure that stormwater from new developments is of acceptable quality and does not negatively impact downstream waters, particularly those with high conservation values.
- Ensure climate change risks are adequately considered in the development of the stormwater system in the municipality.
- Ensure that the quantity of stormwater generated can be safely conveyed within the stormwater network without causing overload.
- Minimize the risk of urban flooding due to stormwater runoff.
- Ensure that on-site stormwater disposal is feasible, without adversely affecting wastewater management systems or areas prone to inundation.
- Maintain consistency in the construction, installation, and maintenance of both public and relevant private stormwater infrastructure, ensuring optimal performance of the public stormwater network.

The Policy applies to:

- all new developments within the municipal area that require stormwater management.
- This policy does not apply to existing developments unless they undergo modifications that require additional stormwater management.

and addresses the following key elements:

- Stormwater System Design Requirements
- Lot Connection Design and Disposal

- Subdivision Design and Construction
- Creation and Protection of easements
- Planning Application documentation
- Certification of design and works

The draft Stormwater Policy for New Developments was presented to Council at a Workshop held on 10th December 2024. If adopted by Council, the Policy will be made available on Council's website and staff and Councillor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations
3. Infrastructure and Services

This means
Developing and implementing infrastructure provision strategies and plans that consider whole of municipality service priorities.

STATUTORY IMPLICATIONS

Urban Drainage Act 2013
Land Use Planning and Approvals Act 1993
Conveyancing and Law of Property Act 1884

BUDGET IMPLICATIONS

There are no budget implications for adoption of the policy.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.				Regular reviews of the Policy are undertaken with actions to rectify non-compliances in a timely manner.
Do not adopt the recommendation Policy review date overdue.	Low	Low	Low	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The draft Policy has been developed from the sector's best practice templates and is recommended for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the Stormwater Policy for New Developments as attached to this report item effective 28th January 2025.

8.7 Family and Domestic Violence Policy and Procedure

Author: Executive Officer (Jazmine Kerr)

Responsible Officer: Acting General Manager (Peter Porch)

ATTACHMENT/S

1. Family and Domestic Violence Policy Procedure [**8.7.1** - 8 pages]

PURPOSE

To recommend that Council adopts the draft Family and Domestic Violence Policy and Procedure as attached to this agenda item.

BACKGROUND/OVERVIEW

In order to promote and continue to improve the good governance within Glamorgan Spring Bay Council, a draft Family and Domestic Violence Policy and Procedure has been developed.

The policy aims to provide a supportive environment for employees experiencing family violence, ensuring they can continue to participate in the workplace and retain their employment while receiving the necessary assistance.

The Family and Domestic Violence Policy applies to all Council workers, including the Mayor, Councillors, staff, volunteers, contractors, and anyone engaged in work for Council. It promotes safety, flexibility, and a culture of zero tolerance for any form of violence or abuse, while also focusing on the proactive support and referral of affected employees.

The Family and Domestic Violence Policy covers several critical aspects, including:

- Employees who are experiencing family violence
- Employees who are providing support to someone that is experiencing family violence
- Workplace safety plan
- Responding to employees that are perpetrating family violence
- Perpetrators and victims of family violence working in the same area
- Staff responsibilities

The draft Family and Domestic Violence Policy and Procedure was presented to Council at a Workshop held on 14th January 2025. If adopted by Council, the Policy will be made available on Council's website and staff and Councillor intranet.

STRATEGIC PLAN REFERENCE

Key Foundations
1. Our Governance and Finance

This means
Best practice governance, risk, and financial management.

STATUTORY IMPLICATIONS

- *Family Violence Act 2004*
- *Relationship Act 2003*
- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2022*

BUDGET IMPLICATIONS

Nil.

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation No material risk associated with adopting the recommendation.				Nil.
Do not adopt the recommendation Not having a policy in place may result in a lack of awareness and understanding of family violence in the workplace, negatively impacting the organisational culture and staff morale.	Possible	Moderate	High	Review and amend Policy for presentation at a future Council Meeting.

OFFICER'S COMMENTS

The development of the Family and Domestic Violence Policy and Procedure represents a critical step forward in fostering a supportive, safe, and responsible workplace. It not only aligns with Council's values of employee welfare and community support but also demonstrates Council's proactive approach to addressing sensitive and complex issues that may affect our staff.

The Policy ensures that appropriate measures are in place to support those affected by family violence, while also providing clear guidelines for handling perpetrators and maintaining a safe working environment for all.

By adopting this policy, Council will strengthen its commitment to the wellbeing of its workforce and ensure that employees have the resources and support they need in times of crisis. Based on the comprehensive nature of the policy and the positive outcomes it aims to achieve; the policy is recommended for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the Family and Domestic Violence Policy and Procedure as attached to this report item effective 28 January 2025.

8.8 Request for Event Support - Spoke Festival 2025

Author:	Community Development Coordinator (Bernadette Pogorzelski)
Responsible Officer:	Community Development Coordinator (Bernadette Pogorzelski)

ATTACHMENT/S

1. Spoke Motorbike Festival - Feburary 2024 Council Report (Wildlife on Mayfield Beach) [**8.8.1** - 5 pages]
2. Event Support Grant Application Form 2024 Spoke Motorcycle Festival [**8.8.2** - 6 pages]

PURPOSE

To request Council to provide event support to Swansea Motorcycle Association Ltd for the Spoke Motorcycle Festival 2025.

BACKGROUND/OVERVIEW

Council periodically provides a level of financial and in-kind assistance to community events that aim to involve, engage and provide benefit to community groups within the Glamorgan Spring Bay municipality. Events supported by Glamorgan Spring Bay Council celebrate and engage local communities and promote tourism to our region. Councils ongoing support to organisations and groups assists in the delivery of events in the Glamorgan Spring Bay municipal area that have creative, community and economic outcomes.

Council has received a funding request from Brett Withington the event manager for support from Council for the Spoke Motorcycle Festival.

The Spoke Motorcycle Festival is a unique celebration of motorcycle passion, racing and riding enjoyment. This upcoming event is the festival's third edition following the first festival held in 2022. The event will take place over three days at Mayfield Estate in Swansea from February 28 - March 2nd, 2025.

This event was inspired by the famous Malle Mile event in London, UK, ‘a non-stop celebration of speed, music & art of the motorcycle culture’, Spoke Motorcycle Festival aims to create a truly Tasmanian event, attracting participants and audiences from across Tasmania, Australia and overseas.

The event is designed to build on Tasmania’s interest in motorsports and motorcycle touring and provides a forum for individuals, families, businesses, and those interested in motorbikes and motorsports to meet, race, share stories, learn, showcase new merchandise, all within a relaxed, fun, and family-friendly festival environment

The event is held on a privately owned beach on Tasmania’s East Coast, Spoke Motorcycle Festival celebrates Tasmania’s distinct and pristine natural environment and is one of only a handful of motorcycle festivals worldwide that also features stunning ocean views.

The festival features a combination of fun motorcycle races open to experienced and amateur riders with all makes and models of bikes, aerial stunt rider demonstrations, vintage bike and car displays. It will also showcase the best of Tasmania's locally produced food, beer, wine and spirits, tastings, local artists and night-time musical entertainment and dancing, workshops, barbershops, sales and merchandise stalls, family-friendly activities, camping sites, and glamping options for campers who want that extra bit of Tasmanian luxury, all culminating in an awards ceremony.

Spoke's target audience focuses on those interested in the motorcycle lifestyle, adventure and outdoors. Overall audience profile can be broadly broken down to average age of 40, Male 75% / Female 25%.

TICKET PRICES - https://spokemcfestival.com.au/pages/tickets	**Price**
3 Day Race Registration & Camping	$209
3 Day General Admission & Camping	$143
3 Day 4 - 17 Years Old Non-Racing Ride Pass & Camping	$99
Friday Day Pass - General Admission	$55
Friday 4 - 17 Years Old Non-Racing Ride Pass	$33
Saturday Day Pass - Race Registration	$132
Saturday 4 - 17 Years Old Non-Racing Ride Pass	$55
Saturday Day Pass - General Admission	$66
Sunday Day Pass - Race Registration	$99
Sunday 4 - 17 Years Old Non-Racing Ride Pass	$33
Sunday Day Pass - General Admission	$33
11 Years Old and Under - Camping (Non Riding)	Free
3 Day Glamping includes Race Registration/General Admission for two people	$797.50
Caravan Pass	Free

It is a great event for motorcycle enthusiasts. However, the potential impact on the environment, particularly on a threatened shore bird, is of concern in regard to a particular event on the program.

The location for the event at Mayfield Estate includes a pristine private beach that is included in the event program Festival events for a 'Beach Race' on motorcycles. There is concern as to the impact of this event on the natural environment.

The event organiser informs that the beach race event will occupy the northernmost 100m of the beach and that the balance of the beach would be demarcated as off limits to motorcycles. The Festival advertising of 'one of the East Coasts beautiful beaches, equal to any coastline in the world' conflicts with Councils commitment and responsibility in regard to the environment.

Council has an important historical and ongoing interest in responsible management of our natural resources and supporting a motorcycle beach race event will potentially send the wrong message to our community.

Proposed event activities on the agricultural land of Mayfield Estate, away from the coastal strip are of negligible concern from an environmental perspective. Spoke Festival organisers last year, initially contacted Parks and Wildlife Services (PWS) to explore the opportunity of holding the event on the nearby Mayfield Beach a public area managed by PWS.

PWS did not support the event being held on Mayfield Beach for the same environmental (shorebirds) and Aboriginal cultural concerns noted in this report, as well as public safety concerns.

Information on shorebird impact remains the same as for last year: Eric Woehler, Shorebird ecologist with 40 years field research in Tasmania, provided advice to the event organiser that he (Woehler) did not agree with motorcycle races on beaches.

The beach in question is a known nesting location for Hooded Plovers, a vulnerable shorebird species. Mr Woehler does not agree that the event organizers can implement measures to mitigate the risk to Hooded Plovers in particular. The Hooded Plovers breeding season over the summer months, is known to extend into April in Tasmania. Mr Woehler endorsed his comment below (verbatim) to be included in the report:

> *"I remain seriously concerned/strongly opposed to the event. This is a known nesting beach for a nationally listed Threatened Species, and the event will promote motorcycle riding on the beach, encouraging attendees to do the same elsewhere. Signage will do nothing to engage attendees in any meaningful conservation efforts for beach-nesting birds. The take home message is that its ok to ride/race motorcycles on beaches in Tasmania – this is utterly unacceptable to me"*

Request for support from Council:
The festival organiser's request for assistance as follows;

- Financial Contribution
  - $2,000 to be used for delivery and removal of general waste skip bins.
  - Delivery and storage of on-site drinking water
  - Site Safety signage.
- Waste Management
  - Provision, delivery and pick up of empty general waste bins (red) as resources permit.

STRATEGIC PLAN REFERENCE

Guiding Principles
1. Balance economic and tourism growth whilst preserving our lifestyle, celebrating our rich history and protecting the region's unique and precious characteristics.

Key Foundations
2. Our Community

What we plan to do
Support for the arts, cultural activities, programs and events.

STATUTORY IMPLICATIONS

Section 77 of the Local Government Act 1993 outlines the statutory requirements in relation to grants.

77. Grants and benefits

(1) A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

(1A) A benefit provided under subsection (1) may include –

a. in-kind assistance; and

b. fully or partially reduced fees, rates or charges; and

c. remission of rates or charges under Part 9.

(2) The details of any grant made or benefit provided are to be included in the annual report of the council.

BUDGET IMPLICATIONS

The Council has allocated $27,000 in the 2024/25 budget for events and programs. Of this total $5,000 has been quarantined for Council run events with the remainder available for external event support.
To date $17,000 has been distributed to external events and consequently there is $5,000 remaining for this event application.

To date these are the events that Council has funded:

Freycinet Challenge	$2,000
Winter Challenge	$2,000
Bicheno Food and Wine Festival	$4,500
Great Eastern Wine Trail	$1,000
Festival of Small Halls	$1,000*
Coles Bay Triathlon	$4,000
Triabunna Christmas Crew	$2,500
Total YTD	**$17,000**

* and any potential shortfall

RISK CONSIDERATION/S

Risk	Likelihood	Consequence	Rating	Risk Mitigation Treatment
Adopt the recommendation Nil	Nil	Nil	Nil	Nil
Do not adopt the recommendation Not approving this may result in missed opportunities for community development.	Possible	Moderate	Moderate	Council offers an explanation for the non-approval of the request.

OFFICER'S COMMENTS

Festivals bring many benefits to our communities, such as boosting the local economy and attracting more tourists. Retail and tourism businesses can benefit from the increased visitor numbers. This event will have a positive economic effect for the area.

The Spoke Motorcycle Festival organisers have asked for a medium level of support from Council similarto other events in the municipality.

In the interest of promoting equitable treatment for all event organizers, the Council officers recommend considering the following options:

- Council will supply, deliver and collect bins as resources permit. Council will provide a supply of bin liners to be used for each bin, with any unused bin liners returned to the Council at the end of the event. The bins must be emptied regularly by the event organisers and returned in the same condition they were provided. Damaged bins are to be repaired/replaced at the cost to the organiser.
- Provide a financial contribution of $2,000 towards expenses of the event.
- The event organiser will be required to supply photographs to the Council and grant permission for their use.
- Encourage the event organiser to reconsider holding the beach races.

Integrity Assessment:
The **Swansea Motorbike Association Ltd** are registered Australian Public Company
ABN: 64 655 640 805.

OFFICER'S RECOMMENDATION

That Council approves the event support application from Swansea Motorcycle Association Ltd for the **Spoke Motorcycle Festival 2025,** providing a cash contribution of $2,000 and in-kind support, subject to available resources.

9 NOTICES OF MOTION

Nil.

10 PETITIONS

Nil.

11 COUNCILLORS

11.1 Questions on Notice by Councillors

Nil.

11.2 Comments/statements

12 CONFIDENTIAL ITEMS (CLOSED SESSION)

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

Item 1: **Minutes of Closed Session – Ordinary Council Meeting held on 10 December 2024**
As per the provisions of regulation 34 of the *Local Government (Meeting Procedures) Regulations 2015.*

Item 2: **Coles Bay/Swanwick Town Maintenance contract**
As per the provisions of Regulation 15 (2) (d) of the *Local Government (Meeting Procedures) Regulations 2015.*

Item 3: **Personnel Matter**
As per the provisions of Regulation 15 (2) (a) of the *Local Government (Meeting Procedures) Regulations 2015.*

RECOMMENDATION

That Council moves into Closed Session at [time].

The Mayor to confirm that the recording has been terminated.

13 CLOSE

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

CONFIRMED as a true and correct record.

Date: **Mayor Cheryl Arnol**