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Profit and Loss

Glamorgan Spring Bay Council
For the 5 months ended 30 November 2024

Account	YTD Actual	YTD Budget	Budget Var	Var %	2024/25 Budget	Notes
Trading Income						
Rate Revenue	13,903,934	13,871,977	31,957	0%	13,871,977	
Statutory Charges	304,147	280,415	23,732	8%	691,962	
User Charges	678,925	527,873	151,052	29%	1,026,149	1
Grants	692,312	137,582	554,730	403%	1,467,660	2
Interest & Investment Revenue	321,204	194,535	126,669	65%	632,404	3
Other Revenue	436,353	359,985	76,368	21%	646,335	4
Total Trading Income	**16,336,876**	**15,372,367**	**964,509**	**6%**	**18,336,487**	
Gross Profit	**16,336,876**	**15,372,367**	**964,509**	**6%**	**18,336,487**	
Capital Grants						
Grants Commonwealth Capital - Other	401,381	1,682,443	(1,281,062)	-76%	2,662,443	5
Grants Commonwealth Capital - Roads to Recovery	0	0	0	0%	497,000	
Grants State Capital - Other	430,366	187,500	242,866	130%	2,626,623	6
Total Capital Grants	**831,747**	**1,869,943**	**(1,038,196)**	**-56%**	**5,786,066**	
Other Income						
Net Gain (Loss) on Disposal of Assets	36,481	0	36,481	0%	201,200	
Contributions	229,597	137,500	92,097	67%	330,000	7
Total Other Income	**266,078**	**137,500**	**128,578**	**94%**	**531,200**	
Operating Expenses						
Employee Costs	2,234,662	2,306,211	(71,549)	-3%	5,496,864	
Materials & Services	3,352,025	3,659,655	(307,630)	-8%	8,263,316	8
Depreciation	1,598,597	1,552,872	45,725	3%	3,712,957	
Interest	49,900	85,783	(35,883)	-42%	170,757	9
Other Expenses	120,978	113,775	7,203	6%	237,860	
Total Operating Expenses	**7,356,163**	**7,718,296**	**(362,133)**	**-5%**	**17,881,754**	
Net Profit	**8,980,713**	**7,654,071**	**1,326,642**	**17%**	**454,733**	
Total Comprehensive Result (incl Capital Income)	**10,078,539**	**9,661,514**	**417,025**	**4%**	**6,771,999**	

NOTES OF BUDGET VARIANCES > $50k and >10%.

1. **TIMING** differences, marina berth fees now due annually in July following new marina licences arrangements up $186k as at October. Sale of steel up $20k, Swanwick water charges up $22k due to new subdivision. Caravan charges down $20k. Tassal variable water charges down on budget $35k due to Tassal not supplying water usage readings.
2. **TIMING** Grant Revenue: Black summer bushfire grant funds for telstra works rolled over from prior year, not yet spent $566k. FAGS funds received per budget, $60k
3. **PERMANENT** Higher than expected interest on investments
4. **PERMANENT** Insurance reimbursement in Sept 2024 and Sand River Road contribution from the Department of defence received in Nov 2024.
5. **TIMING** Revenue Commonwealth Capital. Black summer bushfire grant funds for helipad received and rolled over from prior year works not yet started $101k. Community Development Grant Bicheno Gulch funds $450k budgeted for Jul received in Jun and $300k budgeted for Aug received in Nov. Community Development Grant Bicheno Triangle $300k budgeted for Sept expected to claim Dec 2024. LCRI4 Rehab Dolphin Sands Rd - Rheban Rd budgeted Sept, expected to claim Dec 2024.
6. **TIMING** Revenue State Capital. Saltworks jetty $49k received and rolled over from prior year. Triabunna Tomorrow Streetscape $211k received and rolled over from prior year. Emergency Management Fund for 2022 Storm Damage $187k budgeted for Aug, expected in December 2024. Received $150k in Oct 2024 of $250k from Tasmanian Community Fund for Coles Bay Hall Annex expected in Dec. Received $20k out of $40k for State vulnerable road users grant, expected Apr 25.
7. **PERMANENT** Contribution for public open space up $102k, stormwater down $12.5k and subdivisions up $27k.
8. **TIMING** Adjustment for medical subidies down $87k EOFY. **PERMANENT** rental and lease costs down $52k, pension remissions up $21k, contractor services and materials down $157k & $15k.
9. **TIMING** end of year apportionment of loan repayments.

Statement of Financial Position

Glamorgan Spring Bay Council
As at 30 November 2024

Account	30 Nov 2024	30 June 2024
Assets		
Current Assets		
Cash & Cash Equivalents	12,067,913	8,036,845
Trade & Other Receivables	7,325,349	2,515,905
Other Assets	44,284	0
Total Current Assets	**19,437,546**	**10,552,751**
Non-current Assets		
Investment in Water Corporation	33,872,244	33,872,244
Property, Infrastructure, Plant & Equipment	211,527,161	213,133,910
Total Non-current Assets	**245,399,406**	**247,006,154**
Total Assets	**264,836,951**	**257,558,905**
Liabilities		
Current Liabilities		
Trade & Other Payables	1,240,426	908,886
Trust Funds & Deposits	397,939	394,402
Provisions	721,295	721,295
Contract Liabilities	0	928,735
Interest bearing Loans & Borrowings	252,737	384,912
Trust Funds & Deposits - Retention Monied Held	19,074	30,517
Total Current Liabilities	**2,631,472**	**3,368,747**
Non-current Liabilities		
Provisions	51,738	51,738
Interest Bearing Loans & Borrowings	5,434,693	5,434,693
Total Non-current Liabilities	**5,486,431**	**5,486,431**
Total Liabilities	**8,117,903**	**8,855,178**
Net Assets	**256,719,049**	**248,703,727**
Equity		
Current Year Earnings	8,017,560	4,941,530
Retained Earnings	99,834,435	94,892,905
Equity - Asset Revaluation Reserve	147,401,327	147,403,564
Equity - Restricted Reserves	1,465,727	1,465,727
Total Equity	**256,719,049**	**248,703,727**

Statement of Cash Flows

Glamorgan Spring Bay Council
For the 5 months ended 30 November 2024

Account	YTD Actual	2024
Operating Activities		
Receipts from Customers	9,825,260	17,574,209
Operating Grants	692,312	1,437,377
Payment to employees and Suppliers	(5,488,497)	(12,068,606)
Other Payments	(127,555)	(204,060)
Finance Costs Paid	(89,682)	(207,722)
Net Cash Flows from Operating Activities	**4,811,838**	**6,531,198**
Investing Activities		
Proceeds from sale of property, plant and equipment	46,635	140,351
Payment for property, plant and equipment	(1,758,837)	(5,607,733)
Receipts from capital grants	1,068,013	1,343,076
Net Cash Flows from Investing Activities	**(644,189)**	**(4,124,306)**
Financing Activities		
Trust funds & deposits	(4,406)	18,852
Proceeds from/ repayment of long term loans	(132,175)	(1,767,274)
Net Cash Flows from Financing Activities	**(136,581)**	**(1,748,421)**
Net Cash Flows	**4,031,068**	**658,471**
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	7,943,937	7,285,466
Cash and cash equivalents at end of period	11,975,005	7,943,937
Net change in cash for period	**4,031,068**	**658,471**

Profit and Loss

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2024

Account	YTD Actual	YTD Budget	Budget Var	Var %	2024/25 Budget	Notes
Trading Income						
Rate Revenue	13,950,242	13,871,977	78,265	1%	13,871,977	
Statutory Charges	335,677	336,498	(821)	0%	691,962	
User Charges	699,379	578,964	120,415	21%	1,026,149	1
Grants	715,612	141,137	574,475	407%	1,467,660	2
Interest & Investment Revenue	470,961	316,202	154,759	49%	632,404	3
Other Revenue	457,216	368,808	88,408	24%	646,335	4
Total Trading Income	**16,629,086**	**15,613,586**	**1,015,500**	**7%**	**18,336,487**	
Gross Profit	**16,629,086**	**15,613,586**	**1,015,500**	**7%**	**18,336,487**	
Capital Grants						
Grants Commonwealth Capital - Other	401,381	1,862,443	(1,461,062)	-78%	2,662,443	5
Grants Commonwealth Capital - Roads to Recovery	0	0	0	0%	497,000	
Grants State Capital - Other	895,806	1,012,500	(116,694)	-12%	2,626,623	6
Total Capital Grants	**1,297,187**	**2,874,943**	**(1,577,756)**	**-55%**	**5,786,066**	
Other Income						
Net Gain (Loss) on Disposal of Assets	59,086	0	59,086	0%	201,200	
Contributions	257,379	165,000	92,379	56%	330,000	7
Total Other Income	**316,465**	**165,000**	**151,465**	**92%**	**531,200**	
Operating Expenses						
Employee Costs	2,637,475	2,748,432	(110,957)	-4%	5,496,864	
Materials & Services	4,300,294	4,273,497	26,797	1%	8,263,316	
Depreciation	1,925,663	1,861,514	64,149	3%	3,712,957	
Interest	52,858	85,783	(32,925)	-38%	170,757	8
Other Expenses	140,735	133,930	6,805	5%	237,860	
Total Operating Expenses	**9,057,025**	**9,103,156**	**(46,131)**	**-1%**	**17,881,754**	
Net Profit	**7,572,062**	**6,510,430**	**1,061,632**	**16%**	**454,733**	
Total Comprehensive Result (incl Capital Income)	**9,185,714**	**9,550,373**	**(364,659)**	**-4%**	**6,771,999**	

1. **TIMING** differences, marina berth fees now due annually in July following new marina licences arrangements up $168k as at October. Sale of steel up
2. **TIMING** Grant Revenue: Black summer bushfire grant funds for telstra works rolled over from prior year, not yet spent $566k. FAGS funds received per budget, $60k
3. **PERMANENT** Higher than expected interest on investments
4. **PERMANENT** Insurance reimbursement in Sept 2024 and Sand River Road contribution from the Department of defence received in Nov 2024.
5. **TIMING** Revenue Commonwealth Capital. Black summer bushfire grant funds for helipad received and rolled over from prior year works not yet started
6. **TIMING** Revenue State Capital. Saltworks jetty $49k received and rolled over from prior year. Triabunna Tomorrow Streetscape $211k received and rolled over from prior year. Emergency Management Fund for 2022 Storm Damage $187k budgeted for Aug, expected in December 2024. Received $150k in Oct 2024 of $250k from Tasmanian Community Fund for Coles Bay Hall Annex expected in Dec. Received $20k out of $40k for State vulnerable road users grant, expected Apr 25.
7. **PERMANENT** Contribution for public open space up $69k, stormwater down $15k and subdivisions up $38k.
8. TIMING end of year apportionment of loan repayments.

Statement of Financial Position

Glamorgan Spring Bay Council
As at 31 December 2024

Account	31 Dec 2024	30 June 2024
Assets		
Current Assets		
Cash & Cash Equivalents	11,570,737	8,036,845
Trade & Other Receivables	6,554,829	2,515,905
Other Assets	27,632	0
Total Current Assets	**18,153,198**	**10,552,751**
Non-current Assets		
Investment in Water Corporation	33,872,244	33,872,244
Property, Infrastructure, Plant & Equipment	211,200,095	213,133,910
Total Non-current Assets	**245,072,340**	**247,006,154**
Total Assets	**263,225,538**	**257,558,905**
Liabilities		
Current Liabilities		
Trade & Other Payables	902,932	908,886
Trust Funds & Deposits	397,939	394,402
Provisions	721,295	721,295
Contract Liabilities	0	928,735
Interest bearing Loans & Borrowings	247,797	384,912
Trust Funds & Deposits - Retention Monied Held	19,074	30,517
Total Current Liabilities	**2,289,038**	**3,368,747**
Non-current Liabilities		
Provisions	51,738	51,738
Interest Bearing Loans & Borrowings	5,434,693	5,434,693
Total Non-current Liabilities	**5,486,431**	**5,486,431**
Total Liabilities	**7,775,469**	**8,855,178**
Net Assets	**255,450,069**	**248,703,727**
Equity		
Current Year Earnings	6,748,580	4,941,530
Retained Earnings	99,834,435	94,892,905
Equity - Asset Revaluation Reserve	147,401,327	147,403,564
Equity - Restricted Reserves	1,465,727	1,465,727
Total Equity	**255,450,069**	**248,703,727**

Statement of Cash Flows

Glamorgan Spring Bay Council
For the 6 months ended 31 December 2024

Account	YTD Actual	2024
Operating Activities		
Receipts from Customers	11,056,480	17,574,209
Operating Grants	717,612	1,437,377
Payment to employees and Suppliers	(6,635,582)	(12,068,606)
Other Payments	(146,888)	(204,060)
Finance Costs Paid	(92,639)	(207,722)
Net Cash Flows from Operating Activities	**4,898,983**	**6,531,198**
Investing Activities		
Proceeds from sale of property, plant and equipment	71,500	140,351
Payment for property, plant and equipment	(2,659,583)	(5,607,733)
Receipts from capital grants	1,368,013	1,343,076
Net Cash Flows from Investing Activities	**(1,220,071)**	**(4,124,306)**
Financing Activities		
Trust funds & deposits	(7,906)	18,852
Proceeds from/ repayment of long term loans	(137,115)	(1,767,274)
Net Cash Flows from Financing Activities	**(145,021)**	**(1,748,421)**
Net Cash Flows	**3,533,892**	**658,471**
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	7,943,937	7,285,466
Cash and cash equivalents at end of period	11,477,829	7,943,937
Net change in cash for period	**3,533,892**	**658,471**

Capital Works Detail

Glamorgan Spring Bay Council
Budget 2024-25

Dept	Capital Item	Cost YTD	% cost spent	Status	Carry Fwd Funds @ 30.6.24	Renewal Works	New Works	Budget 2024/25	Council Funded	External Funded	External Funding Source
Roads, Footpaths, Kerbs											
	Road accessibility (Black Summer)	-	0%	In progess	30,000			**30,000**	-	30,000	Black summer bushfire recovery
	Storm Damage Projects 2022	-	0%	complete	160,051			**160,051**	- 27,449	187,500	Emergency management fund
	Footpath and disability compliance renewal 2024-25	-		Not Started				**-**			
	Kerb & Channel Renewal 2024-25	46,070		Not Started				**-**			
	Resheet Program	104,844	105%	In progess		100,000		**100,000**	100,000	-	
	Pavement Renewal Program	20,326	5%	In progess		400,000		**400,000**	400,000		
	Reseal Program	482,007	80%	In progess		600,000		**600,000**	103,000	497,000	Roads to recovery
	Triabunna Tomorrow Streetscapes	55,304	10%	Design		400,000	175,000	**575,000**	-	575,000	State Government MOU
	Bicheno Urban Design Streetscape	-	0%				100,000	**100,000**	-	100,000	State Government MOU
	Swanwick Footpath 130 m kerb and road repair stage 2	1,090	2%	Design			60,000	**60,000**	20,000	40,000	State Vulnerable road user program
	Kerb & Channel Bluff Crt	50,550	101%	in progess			50,000	**50,000**	50,000		
	Design allocation	5,750	8%	in progress			75,000	**75,000**	75,000		
	Contingency	24,338	61%			40,000		**40,000**	40,000		
	Total Roads, Footpaths, Kerbs	**790,279**	**36%**		**190,051**	**1,540,000**	**460,000**	**2,190,051**	**760,551**	**1,429,500**	
Bridges, Culverts											
	Bridge - 17 Acre Creek Bridge Wielangta Rd	-	0%			400,000		**400,000**	80,000	320,000	Subject to Federal grant approval
	Bridge - 24 Ferndale Rd	950	1%	design		150,000		**150,000**	150,000		
	Unemployed Gully / Brockley Rd Bridge	66,611	95%	In progess		70,000		**70,000**	70,000		
	Total Bridges, Culverts	**67,561**	**11%**		**-**	**620,000**	**-**	**620,000**	**300,000**	**320,000**	
Parks, Reserves, Walking Tracks, Cemeteries											
	Bicheno Triangle	51,009	10%	In progress	492,300			**492,300**	-	492,300	Community Development Grant Cwth
	Bicheno Gulch	347,690	50%	In progress	698,390			**698,390**	-	698,390	Community Development Grant Cwth
	Coles Bay Foreshore	302,346	617%	In progress	49,008			**49,008**	-	49,008	Community Development Grant Cwth
	Walking/Cycling strategy	-	0%		20,000			**20,000**		20,000	Department of Health State
	Playground Renewals	43,310	43%			20,000	80,000	**100,000**	100,000		
	Playground Bicheno Lions Park	-	0%			100,000		**100,000**	100,000		
	Orford Foreshore Masterplan	-	0%			100,000	118,400	**218,400**	218,400		Contribution POS
	Orford Transfer Station Fencing	3,329	33%	in progress		10,000		**10,000**	10,000		
	Our Park Precinct Plan	-	0%				10,000	**10,000**	10,000		
	Bicheno Skate Park Carpark	-	0%				90,000	**90,000**	90,000		
	Total Parks, Reserves, Walking Tracks, Cemeteries	**747,685**	**42%**		**1,259,698**	**230,000**	**298,400**	**1,788,098**	**528,400**	**1,259,698**	
Stormwater & Drainage											
	49 Rheban Rd design to West Shelley Bch Nautilus Detention	-	0%	In progress	35,000		165,000	**200,000**	200,000		
	Holkham Court	-	0%	In progress	11,558		35,000	**46,558**	46,558		Contribution Stormwater
	Pit and Pipe Renewal Program	5,622	5%	In progress	20,559	100,000		**120,559**	120,559		
	System Upgrade	-	0%			20,000	20,237	**40,237**	40,237		
	Taswater infiltration Program	-	0%				50,000	**50,000**	50,000		
	SQID program	-	0%				30,000	**30,000**	30,000		Contribution Stormwater
		-									
	Total Stormwater & Drainage	**5,622**	**1%**		**67,117**	**120,000**	**300,237**	**487,354**	**487,354**	**-**	
Building											
	Heli-pad Swansea Emergency Services	-	0	In progress	103,245			**103,245**	0	103,245	Black summer bushfire recovery
	Coles Bay Hall Annexe	436,922	0.73663474	In progess	593,132			**593,132**	163,132	430,000	Community Infrastructure Round 3 &
	Public Amenities - Harold Street Waste Water Facilities	43,674	0.109185	design	100,000		300,000	**400,000**	50,000	350,000	State Government MOU

Capital Works Detail

Glamorgan Spring Bay Council
Budget 2024-25

Dept	Capital Item	Cost YTD	% cost spent	Status	Carry Fwd Funds @ 30.6.24	Renewal Works	New Works	Budget 2024/25	Council Funded	External Funded	External Funding Source
	Public Amenities - Loo with a View	2,014					50,000	**50,000**	50,000	-	
	Bicheno Skate Park Toilet	-	0				106,000	**106,000**	26,000	80,000	State Government MOU
	Toilet Raspins Beach OFMP	1,675	0.00403614			300,000	115,000	**415,000**	15,000	400,000	Contribution POS
	Bicheno Surf Club and Toilet upgrade	-	0			150,000	100,000	**250,000**	100,000	150,000	State community Grant
	Triabunna Rec Ground	-	0				100,000	**100,000**	100,000		
	Black water Bicheno relocation	-	0			10,000		**10,000**	10,000		
		-									
	Total Building	**484,285**	**24%**		**796,377**	**460,000**	**771,000**	**2,027,377**	**514,132**	**1,513,245**	
Marine Infrastructure											
	Saltworks Toilet	-	0	In progress	100,000			**100,000**	-	100,000	Community Infrastructure Round 3
	Saltworks Boat Ramp Upgrade	-	0	In progress	99,123			**99,123**	-	99,123	State Grant MAST
	Total Marine Infrastructure	**-**	**0**		**199,123**	**-**	**-**	**199,123**	**-**	**199,123**	
Sewerage											
	Swanwick Waste System Pump Upgrade	-	0	Not started		15,000	-	**15,000**	15,000		
	Total Sewerage	**-**	**0%**		**-**	**15,000**	**-**	**15,000**	**15,000**	**-**	
Plant Equipment & Other											
	IT Computer equipment	12,220	41%	In progress		30,000		**30,000**	30,000		
	CRM Software implementation costs	121	1%			-	13,000	**13,000**	13,000		
	Office Equipment	-	0%			10,000		**10,000**	10,000		
	Waste Chipper	-	0%	quotes			250,000	**250,000**	125,000	125,000	Emergency Management State subject
	Waste Bulk Skip Bins	19,200	19%	quotes			100,000	**100,000**	100,000		
	Emulsion Trailer	-	0%				43,000	**43,000**	43,000		
	Grader (low hrs)	427,630	102%	In progess		420,000		**420,000**	420,000	-	
	Mower replace 2017 Mower JDeere Coles Bay	27,727	92%	complete		30,000		**30,000**	30,000		
	Small plant & Equipment	6,695	45%			15,000		**15,000**	15,000		
	Truck 16t tipper replace 2008 Hino16t A85NU Swansea	-	0%	In progress		190,000		**190,000**	190,000		
	Truck 7.5t tipper w crane replace 2010 Hino 7t B79TI Bicheno	-	0%	In progress		105,000		**105,000**	105,000		
	Ute Dual Cab 4wd replace Ute BT50 H92ME	90,174	180%	In progress		50,000		**50,000**	50,000		
	Ute extra Cab 2wd replace Ute Dmax H40SF	-	0%	In progress		45,000		**45,000**	45,000		
	Wagon replace MUX I42CX Works	42,083	94%	In progress		45,000		**45,000**	45,000		
	Wagon replace MUX I62BW Plumbing	39,796	88%	In progress		45,000		**45,000**	45,000		
	Wagon replace Ute Dmax J30LP P&D	41,198	92%	complete		45,000		**45,000**	45,000		
		-									
	Total Plant Equipment & Other	**706,845**	**49%**		**-**	**1,030,000**	**406,000**	**1,436,000**	**1,311,000**	**125,000**	
Total Capital Works		**2,802,276**	**32%**		**2,512,366**	**4,015,000**	**2,235,637**	**8,763,003**	**3,916,437**	**4,846,566**	

GLAMORGAN SPRING BAY COUNCIL



Dolphin Sands Bushfire Mitigation Assessment Report December 2024

Bushfire Mitigation Assessment Report Dolphin Sands



Figure 1: Recent Fire at Dolphin Sands.

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Date of Onsite Inspection: March & October 2024

Disclaimer: The information and data collected in the preparation of this assessment is current on the date of onsite inspection. GPM P/L do not warrant or represent that the information contained within this assessment report is free from errors or omissions and accepts no responsibility for any loss, damage, cost or expense (direct or indirect) incurred as result of a person acting in respect to any representation, statement or advice referred to in this report. This report is only to be used for the purpose of which it was commissioned.

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Glossary & Acronyms

Term	Definition
Assets	Anything valued by people which includes buildings, crops, and forests and in many cases the environment.
BAL	A means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact, using increments of radiant heat expressed in kilowatts per square metre, which is the basis for establishing the requirements for construction to improve protection of building elements from attack by a bushfire (AS 3959-2018).
BAL ratings	Used as the basis for establishing the requirements for construction to improve protection of a (proposed) building from bushfire attack. There are 6 BAL ratings; low, 12.5, 19, 29, 40 and FZ.
Burn plan	The plan which is approved for the conduct of prescribed burning. It contains a map identifying the area to be burnt and incorporates the specifications and conditions under which the operation is to be conducted.
Burning program	A program of prescribed burns scheduled for a designated area over a nominated time, normally looking ahead over one fire season (for the coming spring to the following autumn), but can also look ahead five years or more.
Burning rotation	The period between reburning of a prescribed area for management purposes.
Burning unit	A specified land area for which prescribed burning is planned.
Bushfire Risk Assessment Model (BRAM)	A computer-based modelling tool that uses a series of inputs to assess the risk of bushfires to a specific area. The BRAM has a capacity to produce a series of outputs. It was developed and is managed by Tasmanian Parks & Wildlife Service.
Bushfire	Unplanned vegetation fire. A generic term which includes grass, forest and scrub fires both with and without a suppression objective.
Bushfire management	All those activities directed to prevention, detection, damage mitigation, and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communications systems, equipment, research, and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.
Bushfire-prone area	Means: land that is within the boundary of a bushfire-prone area shown on an overlay on a planning scheme map; and where there is no overlay on a planning scheme map, or where the land is outside the boundary of a bushfire-prone area shown on an overlay on such a map, land that is within 100m of an area of bushfire-prone vegetation equal to or greater than 1 hectare.
Bushfire-prone vegetation	Means contiguous vegetation including grasses and shrubs but not including maintained lawns, parks and gardens, nature strips, plant nurseries, golf courses, vineyards, orchards or vegetation on land that is used for horticultural purposes.
Community Bushfire Protection Plan (CPP)	A bushfire plan for community members, to support their personal Bushfire Protection Plans. The focus of this plan is on safety options.
Community Bushfire Response Plan (CRP)	A bushfire incident plan for Incident Management Teams, TFS brigades and emergency management agencies. This plan is designed to assist response, management, planning and recovery.
Consequence	Consequences are defined as a qualitative rating of damage from fire to values.
Defendable space	An area of land around a building where vegetation is modified and managed to reduce the effects of flame contact and radiant heat associated with a bushfire.
Elevated fuel	The standing and supported combustibles not in direct contact with the ground and consisting mainly of foliage, twigs, branches, stems, bark and creepers.
Fine fuel	Fuel such as grass, leaves, bark and twigs less than 6mm in diameter that ignite readily and are burnt rapidly when dry.
Fire behaviour potential	The factors that affect the development and propagation of a fire.

Fire break	Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bushfire, or to provide a fire line from which to supress fire.
Fire Danger Index (FDI)	A relative number denoting an evaluation rate of the potential fire rate of spread, or fire suppression difficulty for specific combinations of temperature, relative humidity, wind speed and drought effects.
Fire Danger Rating (FDR)	A relative class denoting an evaluation of fire rate of spread, or fire suppression difficulty for specific combinations of temperature, relative humidity, drought effects and wind speed. Rated as no rating, moderate, high, extreme or catastrophic indicating the relative evaluation of bushfire danger.
Fire frequency	A general term referring to the recurrence of fire in a given area over time.
Fireground	The area in the vicinity of a fire suppression operations, and the area immediately threatened by the fire. It includes burning and burnt areas; constructed and proposed fire lines; the area where firefighters, vehicles, machinery and equipment are located when deployed; roads and access points under traffic management control; tracks and facilities in the area surrounding the actual fire; and may extend to adjoining area directly threatened by the fire.
Fire line intensity	The rate of energy release per unit length of fire front usually expressed in kilowatts per metre (Kw/m).
Fire regime	The history of fire use in a particular vegetation type or area including the frequency, intensity and season of burning.
Fire risk	Processes, occurrences or actions that increase the likelihood of fires occurring.
Fire season	The period during which wildfires are likely to occur, spread and do sufficient damage to warrant organised fire control.
Fire trail	A formed track which provides access for firefighting vehicles, is built to specific standards, has no other intended purpose and is not generally available for public access
FMAC	Fire Management Area Committee
Forest	An area, incorporating all living and non-living components, that is dominated by trees having usually a single stem and a mature or potentially mature stand height exceeding 2 metres and with existing or potential crown cover of overstorey strata about equal to or greater than 20%.
Fuel	Any material such as grass, leaf litter and live vegetation which can be ignited and sustains a fire. Fuel is usually measured in tonnes per hectare.
Fuel continuity	The degree or extent of continuous or uninterrupted distribution of fuel particles in a fuel bed thus affecting a fire's ability to sustain combustion and spread. This applies to aerial fuels as well as surface fuels.
Fuel load	The oven dry weight of fuel per unit area. Commonly expressed as tonnes per hectare.
GSBC	Glamorgan-Spring Bay Council
Hazard management zone / area	Means the zone / area, between a habitable building or building area and bushfire-prone vegetation, which provides access to a fire front for firefighting, which is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire.
Likelihood	Likelihood is defined as a qualitative method to assess the likelihood rating to the consequences occurring.
Low intensity fire	A fire which travels slowly and only burns lower storey vegetation, like grass and lower tree branches, with an average intensity of less than 500 kW.m-1 and flame height less than 1.5m. Usually causes little or no crown scorch and is easily controlled.
Mitigation Plan	Plan or document to identify, articulate and manage risk at area level.
Mosaic	Used in reference to the spatial arrangement of burnt and unburnt fuels at either a local or a landscape scale.
NRE	Department of Natural Resources and Environment Tasmania.
Patch burning	Burning in patches to prepare sites for group planting or sowing or to form a barrier to subsequent fires.
Prescribed burning	The controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity, and rate of spread required to attain planned resource management objectives. It is undertaken in specified environmental conditions.
Preparedness	The results of measures to ensure, if an emergency occurs, that communities, resources and services are capable of responding to, and coping with the effects.
Prevention	The results of measures taken in advance of an emergency aimed at decreasing or eliminating its impact on the community and the environment.
PWS	Parks and Wildlife Service.
Response	The results of strategies and services to control, limit or modify the emergency to reduce its consequences.
Risk	The exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing a particular course

	of action. The concept of risk has two elements, i.e., the likelihood of something happening and the consequences if it happens.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	A systematic use of available information to determine how often specific events may occur and the magnitude of their likely consequences.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk criteria	Standards (or statements) by which the results of risk assessments can be assessed. They are inexact and should be seen as guidelines rather than rules.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Slope	The slope under the classified vegetation.
SFMC	State Fire Management Council.
STT	Sustainable Timbers Tasmania
TFS	Tasmanian Fire Service
Wildfire	All unplanned vegetation fires. A generic term which includes grass fires, forest fires and scrub fires.
Woodland	A subset of forest plant communities in which the trees form only an open canopy (between 20% and 50% crown cover), the intervening area being occupied by lower vegetation, usually grass or scrub.

Executive Summary

This Bushfire Mitigation Assessment Report provides an analysis and evaluation of the bushfire potential at a landscape level of the Dolphin Sands area. Factors including, however, not limited to, demographics, use of area, climate (including predominant fire weather), vegetation (sensitivity, fire attributes, treatable fuels), slope, aspect, existing vegetation management and fire history have been assessed.

The report also covers explanation of current fire management plans in place for the area, including internal Glamorgan-Spring Bay Council (GSBC) documents, external documents from Tasmania Fire Service (TFS) and Parks and Wildlife Service (PWS).

The report includes recommendations on bushfire mitigation, covering GSBC tenure, private property allotments and PWS managed land. Recommendations have been split into 3 primary sections as per below:

Operational Recommendations:

- Upgrade of designated & dedicated fire breaks on GSBC tenure, to ensure they are meeting minimum requirements.
- Implementation of new fuel breaks on GSBC tenure.
- Continued fuel reduction programs on identified vegetation management units undertaken by TFS (BRU).
- Create a specific program schedule for ongoing vegetation maintenance on GSBC tenure that requires a constant and continual vegetation management program.
- Implementation of potential fuel reduction burning treatments on GSBC tenure.
- Improved vegetation clearing & ongoing vegetation maintenance of Dolphin Sands Road & Cambria Drive Road verges for the entire access & egress networks.
- Ensure there are no plantings in existing designated & dedicated fire breaks on GSBC tenure.
- Ensure vegetation management around existing firefighting water tank at junction of Cambria Drive & Dolphin Sands Road.
- Positioning of a new firefighting water tank on dedicated fire break between 516 & 518 Dolphin Sands Road.

Educational Recommendations:

- Ensure operating 'Air BnB's' have designated fire pit areas with suitable managed ground surrounding them, if allowing outside fires as part of their rental procedures.
- Stop private property owners planting on roadside verges.
- Ensure all private property entrances are clearly marked on the front gate with their individual property numbers.
- As the area has an ageing population, ensure that these vulnerable members of the community are provided with the necessary guidance, education and help in relation to bushfire mitigation and subsequent fire incidents in relation to evacuation etc.
- Provide simplified documentation and/or education to landowners that have dwellings/building constructed prior to 2013 (Bushfire Building Requirements), specifically in relation to access, static firefighting water supplies and hazard management areas, whereby they can retrospectively ensure that their properties are defendable during bushfire events.

Administrative Recommendations:

- Ensure all future development in Dolphin Sands is undertaken in compliance with Tasmanian Planning Scheme, Glamorgan Spring Bay Local Provision Schedule - C13.0 Bushfire-Prone Areas Code, the Director's Determination 24th July 2024 – Bushfire Hazard Areas V1.2, Building Act 2016 & Building Regulations 2016 (Part 5 Division 6) and the instructions of *AS 3959 – 20018* – Construction of buildings in bush fire-prone areas.
- Continue to investigate and obtain both Federal & Government grants/funding in relation to bushfire mitigation and Community safety and resilience.
- Issue Abatement Notices if required (as a last resort).
- Apply fines for fire activities and escapes that are illegal and lawfully stupid.
- GSBC to provide 'free of charge,' copies of the above documentation to landowners purchasing new properties, to ensure they understand their legal obligations in regards to the documents listed above.
- Inspect potential for upgrade from power poles to an underground power network along Dolphin Sands and Cambria Drive Road networks. At a minimum, surround existing power poles with scoria/rock for a distance of 2m to prevent the poles from burning.

The above recommendations are discussed and expanded on in further detail in this report, providing justification and the expected outcomes if they are enacted upon.

This assessment has identified that the site has history of intense bushfires impacting the area, by both ground fire and ember transfer from a variety of internal and external sources and with the external influences of climate change etc, this looks set to continue. It should be noted that due to the vegetation fuel types and the area being subject to wind from multiple directions, bushfires can be expected in any season, including winter months.

The area is unique in that it predominantly consists of untreatable fuel types, from a fuel reduction perspective, thus alternative mitigation measures have been recommended.

This assessment has determined that the bushfire risk surrounding and including the subject area have been considered in detail and that proposed recommended bushfire planning mitigation measures may help moderate the risk to an acceptable level, or at a minimum, highlight the risks and provide further education to landowners and managers on understanding the risk.

Introduction

Bushfire has been a constant and natural phenomenon in Australia for many thousands of years. South-eastern Australia, including Tasmania, is particularly prone to fire and is regarded as one of the most bushfire-affected regions in the world. Although fire forms an important part of the environment and remains essential for biodiversity and renewal; its effects can be catastrophic if uncontrolled. Tasmania has experienced periodic bushfire events that have caused devastating loss to life and property. The protection of life and property remains the underpinning principle applied by agencies to combat bushfire risk. The importance of landscape bushfire mitigation planning, regardless of land tenure, has been highlighted by recent bushfire events in south-eastern Australia and more specifically, within the subject plan area. Protecting building assets, natural and cultural assets and communities from bushfire requires a holistic approach to risk management. Understanding the risk and education of that risk is one of the most effective bushfire mitigation strategies.

Collaboration is essential for bushfire mitigation purposes. Everyone has a role to play as per below diagram:

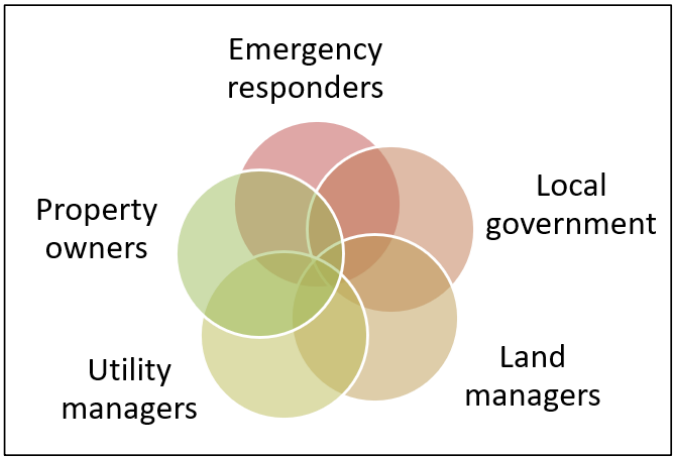


Figure 2: Fire Management Collaboration.

This report was sent to the following stakeholders for comment and feedback. This feedback was taken into consideration in the finalisation of this report:

1. TFS (at State Level).
2. TFS (at Local Level).
3. PWS (at Northern Region Level).
4. Dolphin Sands Community Association.

Landowners and managers in Tasmania have a general legal responsibility to take all reasonable steps to minimise the risk of fires that originate on their property. It is also fair to say that they have a responsibility to provide suitable measures that can help reduce the impact of fires that may enter their property from adjoining tenures. The legislative responsibility for control of bushfires on private property throughout Tasmania lies with the Tasmanian Fire Service (TFS). However, the landowner is responsible for bushfire hazard mitigation and bushfire protection works, and making sure that the planning and resources necessary for the TFS to function effectively are in place and maintained.

This bushfire mitigation assessment report was commissioned by the GSBC to determine the bushfire risk associated with GSBC tenure within the subject area, as well as a more holistic site assessment. The site location/subject area is shown below.

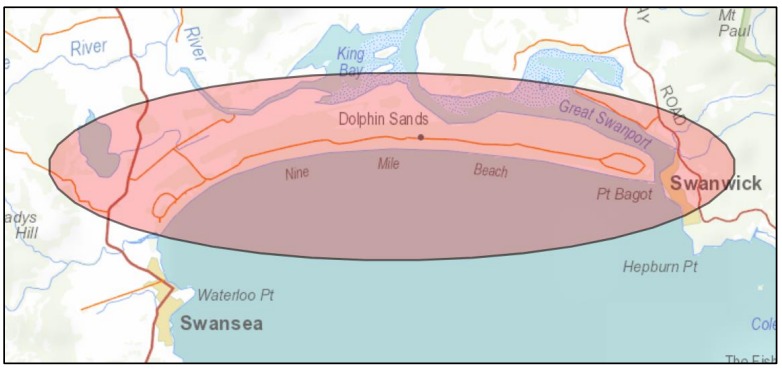


Figure 3: Plan Area.

Objectives

To achieve the objectives of the bushfire mitigation assessment, the following scope of works was undertaken:

- An onsite assessment of the current level of bushfire hazard for the plan area identified.
- Analysis of onsite findings and review of current GSBC internal and external agency fire management documents that cover the plan area identified.
- An assessment of water supply and requirements for bushfire fighting within the plan area.
- An assessment of accessibility of the plan area for bushfire fighting and recommendations that provide suitable access and egress for emergency vehicles in bushfire fighting situations.
- An assessment of current vegetation management and maintenance of GSBC tenure, private property tenure and PWS/NRE tenure to assist with managing bushfire risk.
- Production of a Bushfire Mitigation Assessment Report and associated maps that quantifies the risk of bushfire of the area and recommends bushfire mitigation measures that may be employed to reduce the risk.

Design Features for Bushfire Risk Reduction in Urban Areas

Bushfires can present significant risks to life and property at the interfaces between urban and rural areas. However, the risks and consequences of bushfire hazards can often be reduced or avoided if appropriate measures are set in place to improve the resilience of buildings and communities. An important way of improving resilience in these urban-bushland and urban-rural interface areas, is the initial design of buildings, roads, gardens and other features in ways that reduce bushfire risks.

Based on the research, nine planning principles can be identified from contexts for the guidance of buildings and settlement design in bushfire prone areas. The principles are organised under two categories: reducing vulnerability and co-ordinating and improving response. This applied and place-based approach provides clear pathways to applied resilience via urban planning, adapted to the context of each site. By incorporating fire management considerations, land-use planning has the capacity to guide the design of settlements to reduce bushfire risk, while still allowing some growth in medium risk areas.

Although the layout of the subject area already exist, these principles can be refereed to for future development and retrospective development to analyse previous design shortfalls and potentially retrospectively address any identified issues.

A summary of the nine design principles are listed below were referenced against when assessing the subject site:

Reducing Vulnerability

Principle 1 - Consideration of the overall context and landscape impacts on exposure from overall fire likely behaviour.
Principle 2 - Determination of adequate separation from heat and flame sources, given topography, vegetation, likely weather and any other relevant factors.
Principle 3 – Management or modification of vegetation, landscaping or other fuel sources such as outbuildings.
Principle 4 – Management of the density, location and design of structures, including reducing vulnerability to ember attack, and integration of building and planning standards appropriate to context and siting.
Principle 5 – Protection of infrastructure, and care for land uses with greater vulnerability e.g., schools, childcare facilities, nursing homes etc.

Co-ordinating and Improving Response

Principle 6 – Consideration of the availability, capacity, location and travel times of emergency services if available.
Principle 7 – Facilitation of the efficient access and egress of emergency services, including integration of separation spaces as spaces for active defence or evacuation locations.
Principle 8 – Ensure water availability for firefighting, including appropriate location, supply, connectivity and signage.
Principle 9 – Deal with civilian response actions, including the range of possible actions such as finding refuge, actively defending or evacuating properties.

Assessment Process

The diagram below summarises the process that was followed in the assessment process.

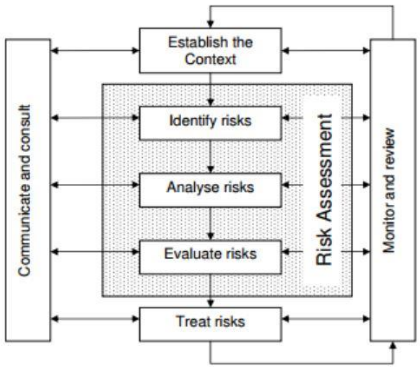


Figure 4: Assessment Process.

Establish the Context: Manage sustainable development to minimise the risk of exposure to bushfire.
Identify Risks: Ignition potential, suppression capabilities, fire behaviour & potential values at risk.
Analyse Risks: BRAM modelling and general bushfire risk understanding.
Evaluate Risks: Desktop exercise and field surveys and data collection.
Treat Risks: Implement sound development principles and prevention measures into future development design. Recommend ongoing bushfire mitigation measures.
Communicate and Consult: GSBC, TFS, PWS/NRE, community groups and key stakeholders.
Monitor and Review: Evaluation of performance and outcomes based on recommendations.

Summary of Location, Community Demographics, Zoning & Adjoining Land Tenures within the Dolphin Sands Area

Dolphin Sands is in the northern part of the Glamorgan-Spring Bay Municipality, ±2 kilometres to the north/northeast of Swansea and ±11km northwest of Coles Bay. Dolphin Sands has a current population of ±182 and functions as a place for permanent residency and holiday shack community, with many weekend residents and absentee landowners. There is ±256 private dwellings in the area of which, ±70 are primary residences with full time residency, consisting of ±130. There is a very seasonal population variation (i.e., this area experiences a significant population change in summer months). Peak population during these times is estimated at ± 800.

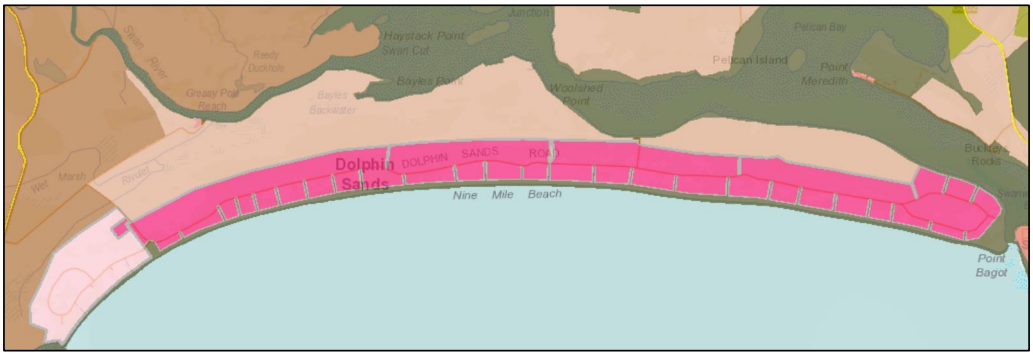


Figure 5: Land Zoning.

The above map shows the Glamorgan-Spring Bay Council Local Provisions Schedule Planning Zones for Dolphin Sands. They are as follows:

1. Particular Purpose (Bright Pink), encompassing all of the private freehold tenure on either side of Dolphin Sands Road.
2. Rural Living (Light Pink), encompassing all of the private freehold tenure of Cambria Drive on the western end of Dolphin Sands.
3. Rural (Light Orange), encompassing all of the private freehold tenure to the north of the Particular Purpose Zoning and areas of Conservation Covenants under the *Nature Conservation Act*.
4. Environmental Management (Khaki), encompassing the Nine Mile Beach foreshore to the south, all of Point Bagot to the east and all sections of Glamorgan-Spring Bay Council (LGAT) tenure that extend from Dolphin Sands Road to the Nine Mile Beach Foreshore.

Code Overlays: Due to the natural diversity of the area of Dolphin Sands, there are several Code Overlays listed under the Tasmanian Planning Scheme – Glamorgan-Spring Bay Local Provision Schedule. They include the following:

1. Bushfire Prone Areas Code
2. Natural Assets Code
3. Coastal Inundation Hazard Code
4. Coastal Erosion Hazard Code

Predominant Interface Type: Semi Rural/Residential/Coastal.

Community Classification: Coastal community with bushland and rural interfaces.

Predominant Vegetation Groups (TasVeg 4.0): Scrub, Heathland and Coastal Complexes, Dry Eucalypt Forest & Woodland, Agricultural land and Saltmarsh and Wetland.

Predominant Topographic Characteristics (Slope Classes): Slope classes within the area are predominantly flat, with slight undulations as a result of the sand dune formations.

Land Tenure within the Area:

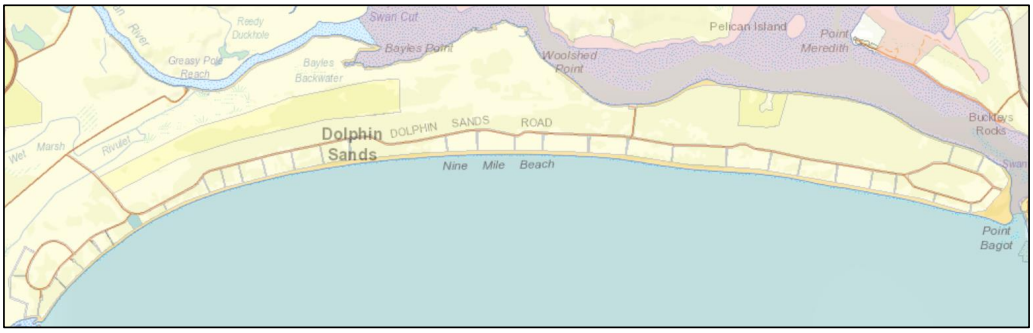


Figure 6: Land Tenure.

The above map shows the Land Tenure for Dolphin Sands and surrounding areas. They are as follows:

1. Private Freehold (Light Yellow), covering predominantly all of the area.
2. Conservation Covenants (Dark Yellow), covering 2 separate areas, one on the western central area of Dolphin Sands and one on the northeastern area of Dolphin Sands.
3. Public Reserve (Orange) which covers the Nine Mile Beach foreshore, Point Bagot foreshore and the Great Swanport and King Bay foreshores that lead into Moulting Lagoon.

Land Managers within the Area: Private Freehold, Glamorgan-Spring Bay Council (LGAT) and Parks & Wildlife Service (PWS/NRE).

Reserves and Parks within the Area:

1. Public Reserves which cover the Nine Mile Beach foreshore, Point Bagot foreshore and the Great Swanport and King Bay foreshores that lead into Moulting Lagoon.
2. Conservation Covenants covering 2 separate areas, one on the western central area of Dolphin Sands and one on the northeastern area of Dolphin Sands.
3. Moulting Lagoon Game Reserve (PWS/NRE) which covers the entire waterways of Great Swanport, King Bay and Moulting Lagoon.

Current Fire and Emergency Management Plans:

1. Dolphin Sands Area, Sub-Municipal Emergency Management Plan.
2. PWS Southern Region Strategic Fire Management Plan.
3. TFS Dolphin Sands Community Bushfire Protection Plan.
4. TFS Dolphin Sands Community Bushfire Response Plan.
5. East Coast Fire Management Area Bushfire Risk Management Plan.

Bushfire Ready Neighbourhoods Program:

This program, run by TFS has included the Dolphin Sands area since 2014-2016 (hampered due to resourcing issues – currently being addressed and this program is to continue).

Community Communications: Mobile phone reception is considered “good.” Radio reception for ABC Local Radio (106.1FM/ 89.7 FM) is considered “good”. Internet access/reception is considered “good.”

Access and Egress within the Area:
Major Road Access is via Dolphin Sands Road/Swan River Road/Tasman Highway to Swansea or Bicheno and Cambria Drive/Dolphin Sands Road/Tasman Highway to Swansea or Bicheno.

Other Access and Egress Considerations:

1. There is no direct road access to Swanick/Coles Bay.
2. All other roads are dead-end/no through roads with some gravel sections.
3. Trees on road-sides may restrict access during bushfires.
4. People who stay in the area when fires are threatening are likely to be isolated and vulnerable.

TFS Brigades: Swansea (primary) and Cranbrook, Mayfield and Triabunna (supporting).

Designated Nearby Safer Place (NSP): No sites within the plan area meet TFS requirements for a NSP due to having insufficient setbacks from potential flammable vegetation. Swansea Primary School (E8) is the closest recognised NSP. This is shown on the map below (extract from the TFS Prospect Community Protection Plan) [1].

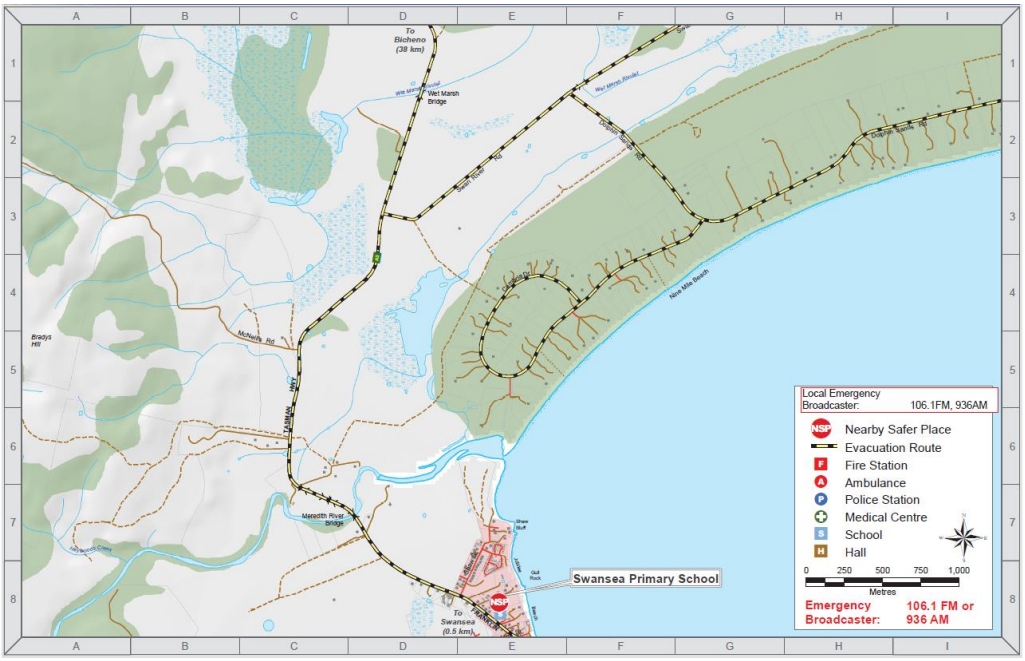


Figure 7: Dolphin Sands Nearby Safer Place Location.

7 Sites along Nine Mile Beach, Baggot Point and Moulting Lagoon, identified by the public, may be appropriate to use in some instances depending on FDR/FDI, fire location and direction of fire spread. As these sites cannot be relied upon in all instances, without the requirement for members of the public to swim they are classified as Vulnerable Group Locations. In these locations, people could be vulnerable to radiant heat and access and egress could be hazardous in a fire situation. In some instances, people could achieve adequate separation if they can swim into the ocean or move along the beach in advance of the fire or if the tide was low enough to provide adequate setback distances[2].

In summary, the Dolphin Sands area contains no TFS designated NSP's and the Vulnerable Group Locations cannot be relied upon as safe refuges[3].

Existing Statewide Controls:

The following controls are currently in place across Tasmania and specifically the plan area, to help manage bushfire-related risk[4]:

- Legislative controls – including Fire Service Act 1979 (e.g. Fire permit period, Total Fire Ban days, campfires), National Parks and Reserves Management Act 2002 (e.g. fires and campfires), abatement notices.
- TFS public education (e.g. Bushfire Ready Neighbourhoods, media campaigns).
- TFS planning – community protection planning (e.g. Community Response Plans).
- Fuel Reduction Program (TFS) – funding and coordination of fuel reduction burning.
- SFMC programs (e.g. Red-Hot Tips training program for fuel reduction burning on private land).
- FMAC – performance monitoring and reporting on this BRMP.
- Tasmania Police and TFS – statewide arson prevention programs.
- Land subdivision and building standards (Bushfire-Prone Areas Code, Building Code of Australia).
- Private lands managed for nature conservation with a conservation covenant registered on the land title are permitted to have planned burns undertaken with authorisation from the Minister.
- Suppression response preparedness – e.g. TFS local volunteer brigades, STT and PWS crews, forest company crews, fire towers, aircraft, pre-positioning of firefighting resources.
- Weather forecasting (Bureau of Meteorology) and fire behaviour prediction (TFS, STT, PWS).

Fire Management Area Controls:

The following controls are in place, or being developed, to assist in the management of bushfires within the East Coast FMA and specifically the plan area[5]:

- 19 volunteer fire brigades, plus dedicated fire crews from PWS and STT.
- Fuel reduction burns have occurred within the plan area on Private Property tenure, undertaken by TFS/BRU.
- Fuel breaks for asset protection are managed by land management agencies and landowners, including GSBC, TFS, PWS and individual private property landowners.
- PWS reserves closures on bad fire days.
- Community engagement programs, including Bushfire Ready Neighbourhoods, and community development opportunities.
- Preparedness planning – Community Protection Plans, Bushfire Response Plans.
- PWS Emergency Management Plans.

Current Mitigation Programs:

The East Coast FMAC has reviewed the results of computer modelling to identify assets and values at highest risk of bushfire within the plan area, which are listed in the East Coast Fire Management Area Bushfire Risk Management Plan. These are highlighted in the tables below[6]:

TERAG Code	Asset Category	Asset Description	Consequence	Control Effectiveness	Confidence	Combined Likelihood	Risk Level	Priority FMAC	Treatment Options	LGA
ECSO002	Human Settlement Area	Yellow Sandbanks, Dolphin Sands	Major	Medium	Highest	Unlikely	High	11	Treatment	Glamorgan-Spring Bay
ECPE010	Human Settlement Area	Yellow Sandbanks, Dolphin Sands	Moderate	Medium	Highest	Unlikely	Medium	24	Treatment	Glamorgan-Spring Bay
ECPE031	Human Settlement Area	Yellow Sandbanks, Dolphin Sands	Minor	Low	Highest	Rare	Low	-	-	Glamorgan-Spring Bay

The current treatment programs for the high-risk areas identified above are highlighted in the table below[7]:

TERAG Code	Asset Description (Risk Statement)	Priority FMAC	Treatment No.	Treatment Category	Treatment Action Detail	Bushfire Management Zone	Responsible Organisation	Completion Date Proposed	Comment	Progress
ECSO002	Yellow Sandbanks, Dolphin Sands	11	9	Community Safety	Develop Dolphin Sands Strategic Mitigation Plan	APZ	Glamorgan-Spring Bay	31/12/23	Mechanical treatment along roadsides	Behind schedule. Will be completed in 2024
ECPE010	Yellow Sandbanks, Dolphin Sands	24	9	Fuel Reduction	Continue Dolphin Sands burn program	SFMZ	TFS	31/12/23	-	Completed. Fuels unlikely to be available for burning again until 2027
ECPE010	Yellow Sandbanks, Dolphin Sands	24	19	Fuel Reduction	Develop Dolphin Sands Strategic Mitigation Plan	APZ	Glamorgan-Spring Bay	31/12/23	Mechanical treatment along roadsides	Behind schedule. Will be completed in 2025.

Explanation of bushfire management zones listed in the tables above are shown in the below table[8].

Zone	Primary Purpose	General Location	Risk Treatments
Asset Protection Zone (APZ)	To protect human life, property and highly valued assets and values.	Adjacent to Asset Zones or elements in the landscape that can be used to this effect. Width determined by characteristics of the asset and the bushfire hazard (effective slope, vegetation type). This zone may encompass multiple land tenures.	Intensive bushfire fuel treatment around specific assets and the urban–rural interface to provide a fuel reduced buffer. May include both burning and mechanical fuel reduction. Includes Hazard Management Areas. Manipulation of fuel moisture (e.g. sprinklers), response plans.
Strategic Fire Management Zone (SFMZ)	To provide areas of reduced fuel in strategic locations, to reduce the: • speed and intensity of bushfires • potential for spot-fire development • size of bushfires. To aid containment of bushfires.	Located close to or some distance away from assets (e.g. the urban–rural interface). Identified fire paths inform the location and delineation of the zone.	Fuel reduction burning, including broad-scale fuel treatment. Management should aim to achieve mosaic fuel reduction patterns. Fire intervals and intensity generally do not exceed ecological thresholds. Other bushfire protection measures to assist bushfire control: fire trails, water points, detection measures, response plans.

Identified Barriers to Bushfire Mitigation:

The following barriers have been identified with implementing vegetation treatment types within the plan area[9]:

- Planned fuel reduction burns not being undertaken due to potential issues with:
  - Short weather windows for prescribed burning, due to less predictable weather, earlier fire season, shorter weather windows and potential impacts of smoke taint on vineyards.
  - Landowner unwillingness to have their land burnt.
  - Issues with replacement costs of old fencing.
  - High-levels of visitation/tourism at critical sites (e.g. Freycinet Peninsula, Tasman National Park) occurring during key burning windows reducing opportunities to undertake planned burning safely.
  - Ongoing challenges in obtaining sufficient smoke units to progress burning in some air catchments during stable weather conditions.
  - A lack of a process for prioritisation of burn units across fire agencies to assist in targeting high priority burns when available fire resources are limited.
  - Effectiveness of planned burning in areas such as Dolphin Sands due to highly flammable nature and fast return period of vegetation.
- Limited resources available for initial suppression of fires, due to volunteer capacity.
- Limited TFS resources available for requested community engagement.

- Limited uptake and retention of community engagement programs, due to competing priorities/low interest levels of the community, and limited support from key community groups (e.g. local brigades).

In some priority areas, no fuel reduction treatments are identified in the treatment tables above. Reasons for this are primarily due to the surrounding fuels being untreatable.

Previous Fire History and Mitigation Works:

There has been several significant wildfires within the plan area in the past 20+ years. These are listed in the table below:

Location	Incident No. or Fire No.	Cause	Date	Size
Dolphin Sands Road - East	23043121	Undetermined - unknown	12/11/2023	±237ha
Dolphin Sands Road – Central North	21002457	Accidental	20/01/2021	±4.5ha
Dolphin Sands Road - East	19011817	Accidental	9/04/2019	±144ha
Dolphin Sands Road – West	6989	Undetermined - unknown	20/08/2014	±23ha
Dolphin Sands Road – Central North	209140	Accidental	31/08/2013	±0.7ha
Dolphin Sands Road - East	202482	Undetermined - unknown	21/01/2013	±2.8ha
Dolphin Sands Road – Central South	201301	Undetermined - unknown	26/12/2012	±11ha
Dolphin Sands Road – Central South	164386	Accidental	20/11/2009	±64ha
Dolphin Sands Road - East	1304	Undetermined - unknown	25/11/1996	±87ha

There has been bushfire mitigation works (fuel reduction burning) carried out within the plan area in the past 10 years, undertaken by TFS/BRU as follows:

- Dolphin Sands Cambria East (TEZ005BU - ±45ha) FRB in June 2017.
- Dolphin Sands Cambria West (TEZ008BU - ±75ha) FRB in September 2019.
- Dolphin Sands Cambria Central (TEZ007BU - ±70ha) FRB in May 2020.

All the above burns were conducted on large private property allotments that adjoin to the north of smaller residential private property allotments, on the northern side of Dolphin Sands Road. These burn units will be continually burnt by TFS/BRU on a rotational basis, dependent on both fuel hazard assessments and ecological requirements (risk profile).

Identifying the Risk

Bushfire Threat:

Research into the impacts of bushfires in Australia indicates that approximately 85% of house losses occur within 100 metres of bushland. Building survival is influenced by many interacting factors. The four main ways that buildings are destroyed during a bushfire are:

- Ember attack.
- Radiant heat.
- Direct flame contact.
- Fire-driven wind.

Ember attack is the most common way that houses catch fire during a bushfire. Research conducted after major fires indicates that up to 80% of house losses are due to ember attack. Ember attack occurs when small burning twigs, leaves and bark are carried by the wind, landing in and around a building.

Radiant heat is the heat created from combustion during a bushfire. It can:

- Ignite surfaces without direct flame contact or ember attack, due to the heat being received from the fire.
- Dry out vegetation ahead of the bushfire so that it burns more readily.

- Crack and break windows, allowing embers to enter a building.
- Distort and melt materials such as plastic.

The transfer of heat from a bushfire through conduction is negligible. Convection is the transfer of heat through the movement of heated air. Most of the heat transferred from a bushfire is from convection currents of hot air. This process forms a convection column of rising hot air and a smoke plume above the fire. The convection column can carry ash, embers and pieces of burning fuel.

Direct flame contact occurs when flames from the fire front touch a building. This is referred to as 'flame zone'. Nearly 20% of house loss in bushfires occurs where houses are located directly adjacent to bushland. With specific design elements incorporated into the development the potential for direct flame contact is inherently non-existent.

Fire-driven wind can be very destructive to buildings in a bushfire because it:

- Carries embers.
- Can cause trees to fall onto buildings
- Can break windows.
- Can loosen roof tiles and allow embers and windborne debris to enter the roof space.
- Can, under severe conditions, blow roofs off houses.

Fire intensity varies significantly depending on the characteristics of the surrounding landscape. Critical factors affecting fire intensity include the length of time a fire has to grow and develop, the quantity, arrangement and continuity or fragmentation of vegetation cover and the topography the fire is burning within. The bushfire risk on a specific site can vary considerably depending on the:

- Slope.
- Type, amount, arrangement and location of vegetation.
- Existing development on and around the site of the surrounding area.
- Prevailing fire weather conditions - direction of fire approach to consider the wind directions that contribute to major bushfires in Tasmania.
- Ignition potential.

Vegetation Types, Fuel Rating, Flammability & Sensitivity:

Bushfire threat is assessed by considering a number of components. Vegetation types and flammability is one of these components. The vegetation assessment of these sites was carried out by assessing available information such as TasVeg 4.0 Mapping (DPIPWE), through onsite field visits and other assorted external documents. The table below outlines the vegetation types, flammability, the sensitivity of that vegetation type to fire and the fuel treatability of those vegetation types that exist within the proposed plan area.

Vegetation Type	Flammability	Sensitivity	Fuel Treatability
Acacia longifolia coastal scrub (SAL)	High	Low	No*
Eucalyptus viminalis - Eucalyptus globulus coastal forest and woodland (DVC)**	High	Low	Yes
Eucalyptus viminalis grassy forest and woodland DVG)	High	Low	Yes
Coastal heathland (SCH)	Very High	Low	Yes
Lowland grassy sedgeland (GSL)	High	Low	Yes
Succulent saline herbland (ASS)	Low	Low	No
Weed infestation (FWU)	Very High	Low	Yes
Regenerating cleared land (FRG)	Moderate - High	Low	Yes
Agricultural land (FAG)	Moderate - High	Low	No
Urban areas (FUR)	N/A	N/A	N/A

Notes:

1. ** Majority of these mapped areas are on sand dunes consisting of vegetation cover of marram grass and coastal wattle (both introduced species). The removal of this vegetation will lead to soil/sand erosion and sand dune movement. Priorities are to keep the sand covered with vegetation to stop it from moving and to avoid polluting or over-using the water in the aquifer.*
2. ***Threatened vegetation community.*
3. *L – Low, M – Moderate, H – High, VH – Very High, E – Extreme.*
4. *N/A – Not assessed.*

The foredune vegetation consists predominantly of marram grass mixed with native grasses such as *Spinifex sericeus* and *Austrofestuca littoralis*. Coast wattle (*Acacia sophorae*) grows behind the foredune, with remnant patches of banksias (*Banksia marginata*) and white gum (*Eucalyptus viminalis*). Other native plants include silver wattle (*Acacia dealbata*), coastal beard-heath (*Leucopogon parviflorus*), sagg (*Lomandra longifolia*), pigface (*Carpobrotus rossii*), blue-bells (*Wahlenbergia*) and spear grasses (*Austrostipa*). The most common tussock grass is *Poa labillardierei*, with prickly couch grass (*Zoysia macrantha*) also present. The eucalypt forests and woodlands consist of a sedge and grassy understorey[10].

In summary, all the vegetation types that exist within the plan area and are available to burn, have high flammability and with sufficient wind, will burn at a high intensity and spread quickly.

Interpreting Fuel Hazard Ratings

The aim of the fuel hazard rating system is to provide a consistent and easily applied methodology for assessing the level of fuel hazard for planned burning and wildfire management. The system used is based on a system developed by the Department of Sustainability and Environment in Victoria (Hines et al. 2010). Studies have shown that fuel hazard is better correlated with fire behaviour than fuel load (t/ha).

The overall fuel hazard rating is a combination of the effects of the four fuel layers:

- Surface fuels.
- Near-surface fuels.
- Elevated fuels.
- Bark fuels.

Each of these fuel hazard layers are assessed on a five-point scale (i.e., low, moderate, high, very high or extreme) based on their fuel type, structure and continuity. In general, where fuels are being managed for asset protection, the aim is to normally ensure that the level of fuel hazard is low or moderate.

Surface fuels

Dead fuel lying on or very near the ground surface. These fuels generally lie horizontally and have relatively high fuel moistures and poor aeration. This means that this fuel layer typically burns relatively slowly under planned burning conditions.

Near-surface fuels

A mixture of dead and live fuel which is above the surface fuel layer. These fuels are typically about 0.5 to 1 m tall (but may occasionally be up to 2m, e.g., in some areas where bracken occurs) are both vertical and horizontal, and are well aerated. This layer has the largest influence on the rate of fire spread.

Elevated fuels

Made up of shrubs and small trees. These fuels are typically about 1 to 2 m tall (but may occasionally be up to 10 m in wet forests).

Bark

The most important bark types are stringy bark and candle (ribbon) bark. Bark is the dominant influence on spotting with stringy bark having the potential to provide huge numbers of short-range spot fires and candle bark longer range spot fires.

Overall Fuel Hazard

The influences of these four fuel stratums can be combined using the overall fuel hazard score. The usual method for doing this is to calculate the overall fuel hazard score then combine it with the level of fire danger to predict the ability of fire crews to manage fires. Some examples are given in the following table:

Overall Fuel Hazard Score	Level of Fire Danger up to which well-equipped crews should be able to suppress fires
Low	Extreme
Moderate	Very high
High	High
Very high	Moderate
Extreme	Frequently fail to suppress fires, regardless of the level of fire danger.

Established 'urban' areas that contain or are within close proximity to significant areas of high fuel ratings, consist of buildings that will be exposed to radiant heat and localised flame contact from individual elements burning in the landscape rather than a definable fire front. These include elements such as neighbouring buildings, clumps of vegetation and sheds. This has less of an influence where it adjoins pre-existing managed ground consisting of limited fuel ignition sources.

Slope:

Slope has a direct effect on rate of spread (ROS) and hence increased fire behaviour. For every 10°, the rate of spread is doubled (for the same fuel type). Steep land increases wind at the heads of gullies and hence can increase fire behaviour. Wind channelling can also occur on areas with steep slopes.

Slope classes within the majority of the plan area are less than 5°, thus slope will have little influence on the progression of fire within the development area.

Prevailing Fire Weather Conditions:

A fire season is defined as the period of time in which fires are most likely to occur. Fire seasons can vary geographically across Tasmania and Launceston's season covers a longer period of time than areas in the west and northwest of Tasmania but in general, less time than the eastern and south eastern sections of Tasmania. The fire season in the Eastern Region of Tasmania extends from September through to May, however due to the vegetation types and the given season, this can extend into the winter months.

During the fire season, strong northerly to westerly winds that often precede cold fronts can contain dry air from the interior of the Australian Mainland. This combination of strong winds and low relative humidity creates the ideal meteorological conditions for major bushfires. If a high-pressure system is blocked in the Tasman Sea, strong, hot north westerly winds can persist for several days and be followed by a "Blow Up" day when large fires cannot be controlled. These north westerly winds are usually followed by a cooler west to south westerly change when the front passes, often associated with some rain. This wind change can turn the previous flank of the bushfire into the head fire which can continue to burn with high intensity until the cooler temperatures and higher humidity, brought by the change increased fuel moisture levels. This weather situation is shown on the synoptic chart below:

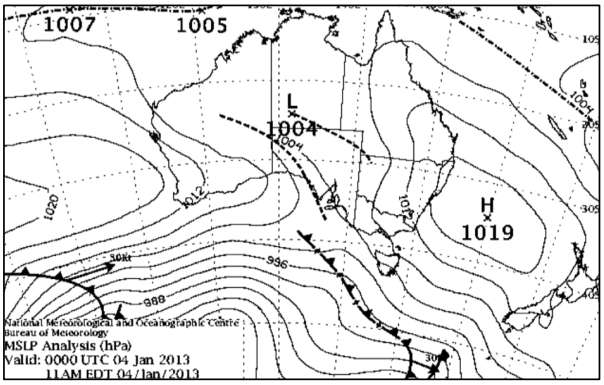


Figure 8: Typical fire weather synoptic chart for Tasmania.

South westerly winds can also be intense, hot and dry and also lead to dangerous fire conditions, although this weather pattern predominantly is associated with milder temperatures. South easterly, easterly and north easterly winds are often noted as sea breeze, likely to have a higher relative humidity, however, due to strength (30+km/hr) still pose a significant threat, relating to fire spread.

Potential External Fire Sources for the Plan Area:

After taking all the identified bushfire risk attributes into consideration, the following areas have been identified as a potential source of bushfire that may affect the plan area:

1. Areas surrounding the southern, eastern and north easter boundaries of the plan area, consist of large consolidated water bodies, Great Oyster Bay to the south, Great Swanport Estuary to the east and northeast and King Bay Estuary to the central north. Ground fire from these directions is not a possibility. The only form of ignition potential from these directions, is from spotting of embers and airborne debris from consolidated areas of forested vegetation adjoining the Great Swanport and King Bay Estuaries to the north. Distances of 750m to 1000m exist from Dolphin Sands to these vegetation types. These external fire sources have a realistic ignition potential, under extreme fire weather conditions.
2. Agricultural vegetation types adjoin the plan area to the northwest (Cambria Drive and western end of Dolphin Sands). There is also a fuel modified buffer zone/firebreak that is on GSBC tenure surrounding the western most boundary of

the plan area (adjoining Cambia Drive private property residential allotments). This area is maintained to a certain degree and is imperative in providing a fallback control line for and ground fire coming of the adjoining agricultural land. Areas of grazing land, irrigated pasture and new vineyard development are present. The Tasman Highway and Swan River Road also adjoin to the northwest. Ground fire ignition potential and spread from this direction is unlikely given the nature and status of these vegetation types. The only realistic form of ignition potential from this direction, is from spotting of embers and airborne debris from consolidated areas of forested vegetation that lie further to the northwest. Distances of 1000m+ exist from Dolphin Sands to these vegetation types. These external fire sources have a realistic ignition potential, under extreme fire weather conditions.

3. Lightning and more specifically, dry lightning strikes are one of the biggest external ignition sources. In Tasmania, lightning has always been a cause of fires. However, the intensity and frequency of large-scale landscape fires caused by lightning strikes have increased in recent decades. Under climate change, landscapes have dried out to the extent that lightning strikes can ignite large fires and this is now happening even in areas that were previously too wet to burn. Although the lightning ignition probability is relatively independent of fuel moisture, the moisture content influences the risk of sustained ignition. The plan area consists of flammable vegetation types, predominantly on sand, which has low moisture content, providing the perfect environment for sustained ignition potential.

Potential Internal Fire Sources for the Plan Area:

After taking all the identified bushfire risk attributes into consideration, the following areas have been identified as a potential source of bushfire that may affect the plan area:

1. Arson. This source is uncontrollable. Mitigated through public education and local community monitoring.
2. Lighting fire ignition (see point 3 above). Mitigated through numerous methods of detection.
3. Power and transmission network fire ignition. This source is mostly uncontrollable. Mitigation through easement vegetation and power pole maintenance.
4. Unauthorised camp fires on reserve lands (foreshore). This source is uncontrollable, however, can be mitigated to a certain extent through public education and local community monitoring.
5. Campfires deriving from private properties (high-risk on Air BNB's and alike). This source is uncontrollable, however, can be mitigated to an extent, through public education and specifically through targeted advice to Air BNB operators and alike as well as local community monitoring.
6. Fires from machinery such as slashers, brush cutters, welders and grinders. This source is uncontrollable, however, can be mitigated to a certain extent through public education, local community monitoring, and Environmental Regulations/ Local Government by Laws, through declaration of Fire Permits and Total Fire Ban Days via TFS.
7. Planned burn escapes. This source is uncontrollable due to associated risk.

Analysing & Evaluating Bushfire Risk Utilising Modelling

Analysing the Bushfire Risk Utilising BRAM

GPM Pty Ltd commissioned an updated analysis of bushfire risk of the plan area utilising Bushfire Risk Assessment Modelling (BRAM):

There are a variety of risk assessment processes and systems available, however the BRAM developed and managed by PWS/NRE has been identified in Tasmania as the most appropriate. It is a computer based geographical information system (GIS) modelling tool that uses a series of inputs (spatial data, fire behaviour equations & climate records etc.) to assess the spatial risk of a bushfire to a specific area. The BRAM has a capacity to produce a series of outputs outlined below and these results have been produced from a detailed run of the model, utilizing 90 percentile BOM reanalysis gridded weather data 2000-2019, (by Chris Emms PWS/NREin June 2024).

Bushfire risk has been considered spatially, assessing a combination of likelihood and consequence (PWS 2022). The Bushfire Risk Assessment Model (BRAM) model data was used to analyse the landscape level risk for the plan area. To determine overall risk the National Emergency Risk Assessment Guidelines (NERAG) and Tasmanian Emergency Risk Assessment Guidelines (TERAG) were used. The level of risk is determined by combining consequences and likelihood.

It must be noted that the BRAM and therefore the consequences, likelihood and risk outputs are based on available spatial data. The analysis has been undertaken on a state-wide basis, and maps are presented as complete for Tasmania. Notwithstanding limitations, the model does provide an objective spatial analysis of bushfire risk in a landscape consequence.

Likelihood:

Likelihood is defined as a qualitative method to assess the likelihood rating to the consequences occurring. The likelihood of an event was generated by the average combinations of the output generated from the following spatial information: ignition potential, suppression capabilities and fire behaviour potential, followed by assigning these output values to categories in a likelihood matrix. This is taken to mean the likelihood of a fire occurring in a specific area which surpasses the ability of the fire agencies to contain within the first 24 hours.

Consequences (values at risk):

Consequences are defined as a qualitative rating of damage from fire to values. The consequences were taken directly from the output generated through the Values at Risk spatial layer output. Values at Risk are defined as objects or locations that hold a relative economic, social or environmental worth. These values are further broken down into the following categories:

Constructed – values that have been built or constructed by humans including structures both historical and modern (including critical infrastructure such as power supply).

Forestry / Agriculture – this is a relative economic value classification of managed land, research monitoring plots along with locations of production sites.

Natural – the items in this classification (including specific flora, fauna, aboriginal heritage and geo-conservation locations) which have been identified that require special protection from impacts of wildfires.

A representation of risk is developed when you combine the factors of likelihood and consequence. The generated output map of risk shows qualitative areas of risk, not areas of perceived risk. The model assists in objectively defining areas where genuine risk is present.

Overall Risk:

A representation of risk is developed when you combine the factors of likelihood and consequence. The generated output map of risk shows qualitative areas of risk, not areas of perceived risk. The model assists in objectively defining areas where genuine risk is present. In-depth analysis will indicate what factor is driving the risk for a given area.

BRAM Summary Comments:

In summary, the overall risk profile for the assessment area ranges from “Low” to “High” category with the average across the block of “Low-Moderate” and the 90-percentile range being “High”.

The risk profile is influenced by both the values at risk (VAR) profile (Insignificant to Minor across site) and the likelihood (Unlikely to Almost Certain across site) of a fire ignition. The VAR profile is influenced by the constructed values (WUI, critical infrastructure (power supply), vulnerable flora and aboriginal heritage). Power supply infrastructure runs along the road network and feeds the human settlement areas of Dolphin Sands.

The overall likelihood of ignition across the assessment area ranges from “Unlikely” to “Almost Certain.” The average across the area being in the “Possible” range with the 90th percentile grids being in the “Likely” range.

The likelihood grids for ignition potential are rated high to very high, influenced by a large number of historical bushfires across the site. Probability of lightning caused fires are low to moderate. Vegetation flammability across the site is High to Very High. Response times from aircraft are longer due to distance from Hobart however access for ground crews across the site is good and response times from nearby resources is good. Detection across the entire site from nearby fire towers is also well covered with additional coverage due commercial flight paths.

Recent bushfires have reduced fuel loads within some fuels in the area reducing forecast head fire intensity grids across those vegetation groups. Treatment of vegetation within and adjacent to the site through fuel reduction burning as well as mechanical treatment and fire breaks will contribute to reducing the overall risk to the area. BRAM output maps are shown below:

BRAM Comparison between the National Emergency Risk Assessment Guidelines and the Tasmanian Emergency Risk Assessment Guidelines

Overall Bushfire Risk (NERAG): A range of Low to High risk profiles across the assessment area as shown below. Mean Average BRAM score for site is 1.7 which is a Low-Moderate mean rating. The 90th percentile score for the site is 3 being "High" overall risk rating.

Overall Bushfire Risk (TERAG): A range of Low to High risk profile across the assessment area. Mean Average BRAM score for site 2 which is a Low mean rating. The 90th percentile score for the site is 3 being "Moderate".

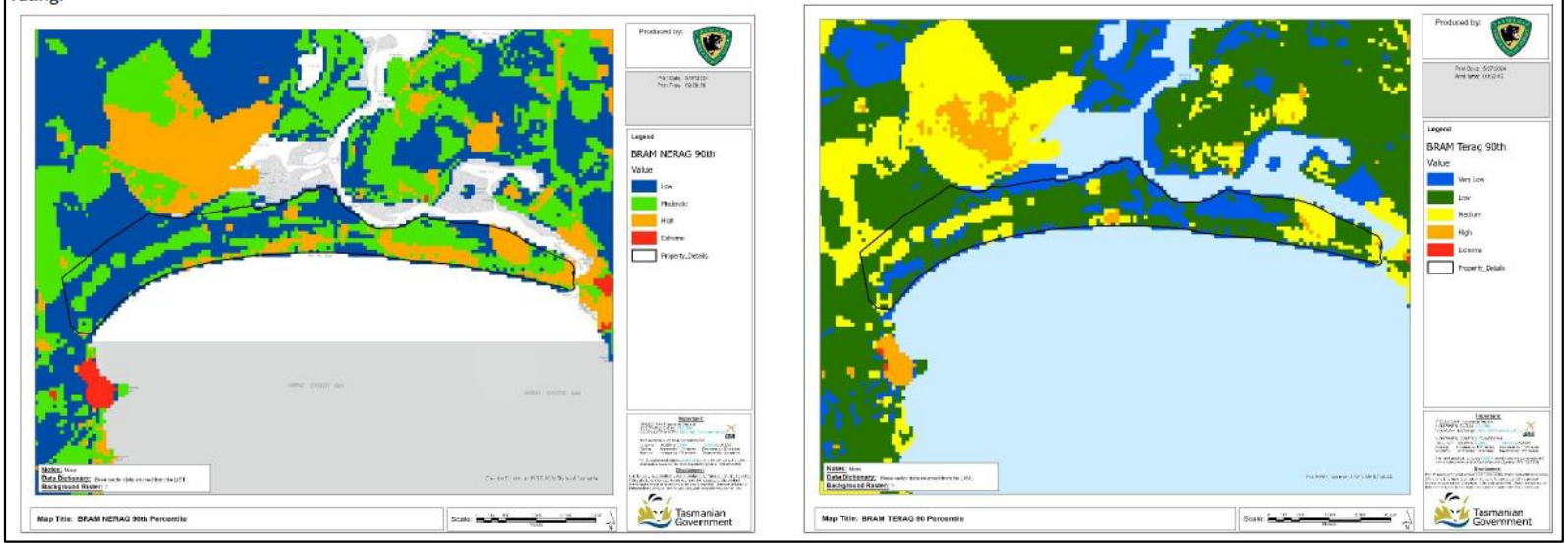
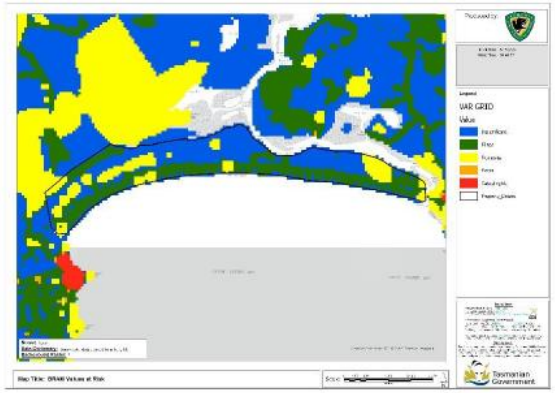
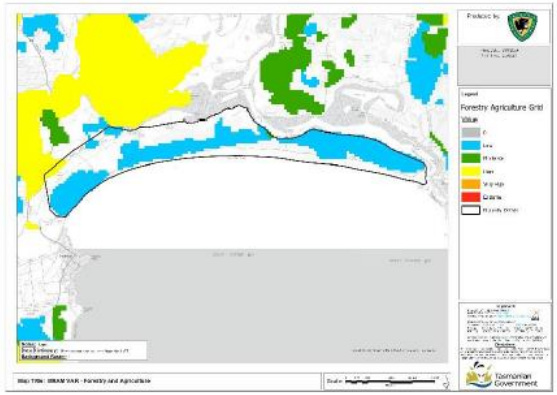


Figure 9: BRAM Outputs.

Values at Risk(NERAG): Range from Insignificant to Moderate across the assessment area. Mean value for site is 1.7 (Insignificant to Minor category), 90th pc value for the site is 3 (Moderate category).



Value at Risk: Forestry and Agriculture



Value at Risk: within the constructed values for the site WUI, critical infrastructure (power supply), vulnerable flora and aboriginal heritage are the main assets influencing the VAR profile.



Value at Risk: Natural Values grids.

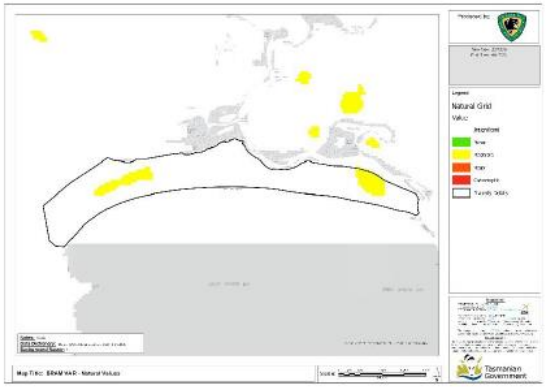
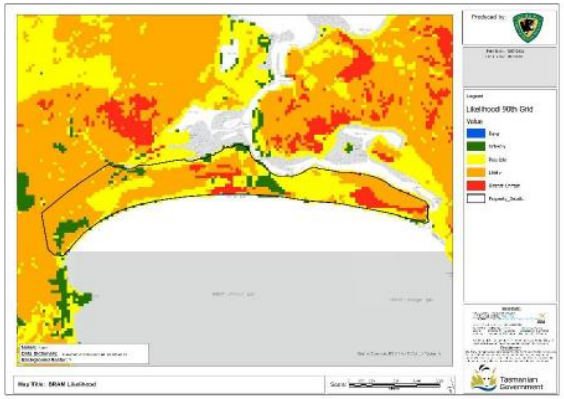
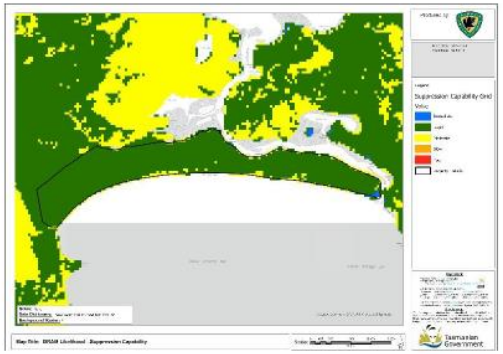


Figure 10: BRAM Outputs.

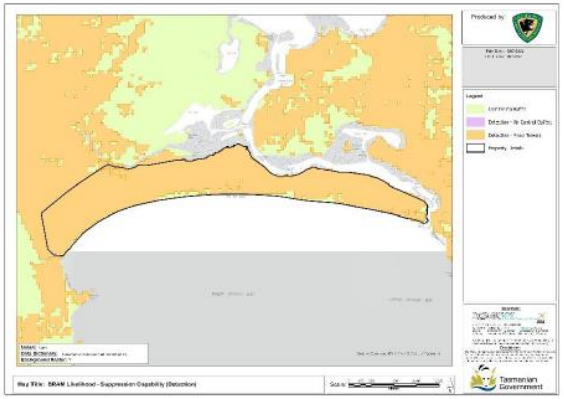
Likelihood(NERAG): risk profile ranges from "Unlikely" to "Almost Certain" influenced by a high ignition potential, reduced response times and detection capability. Mean likelihood score is 3 (Possible) with 90thpercentile score being 4 (Likely).



Likelihood: Suppression Capability is predominantly in the "rapid" category and influenced by good detection coverage, nearby ground resources and relatively nearby access to aircraft.



Likelihood: Suppression Capability (Detection), the area is Very High covered both from a Detection input "fixed tower visibility" as well as from frequent commercial aircraft.



Likelihood: Suppression Capability (Ground Attack) is generally good with most of the covered with road or track networks. Waterboming aircraft have good coverage with close options for bucketing but response times from Hobart unless aircraft have been pre-positioned nearby during high fire danger days.

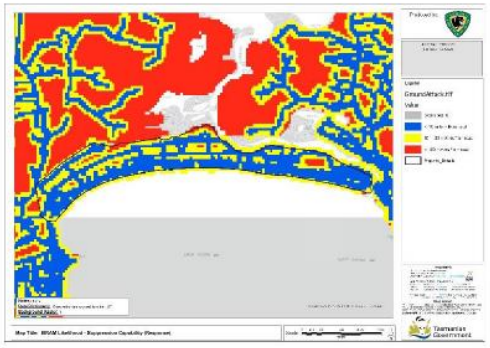
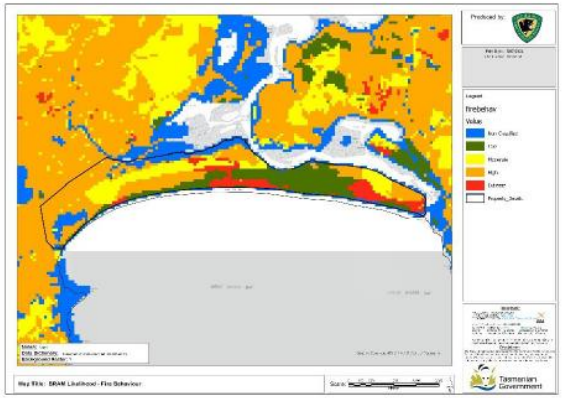
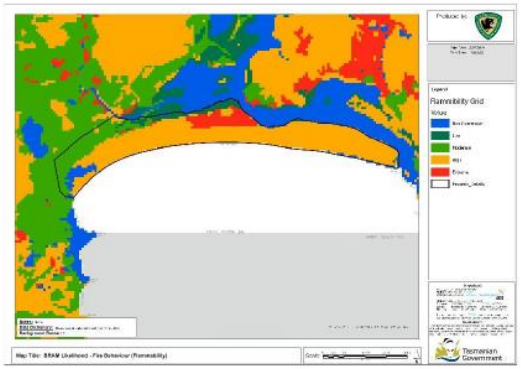


Figure 11: BRAM Outputs.

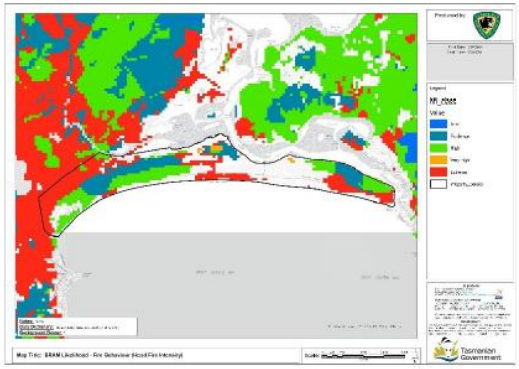
Likelihood: Fire Behavior Potential ranges from Low to Extreme and heavily influenced by past bushfire history. Mean score for the area assessed is 1.8 (Low) with 90thpercentile score being 4 (High).



Likelihood: Fire Behavior (Flammability) rating is in the moderate to extreme category across the site.



Likelihood: Fire Behavior - Head Fire Intensity (HFI) in the event of a fire is modelled Moderate to Exteme. This is influenced by reduced fuel loads due to relatively recent fire history throughout the site .



NOTE: (refer to TasVeg4 fire attributes Map below). Where tasveg modelled High (H) to Very High (VH) flammability across the site for the fuel groups being dominated by coastal heath (VH), coastal scrub (H) and dry forest (H).

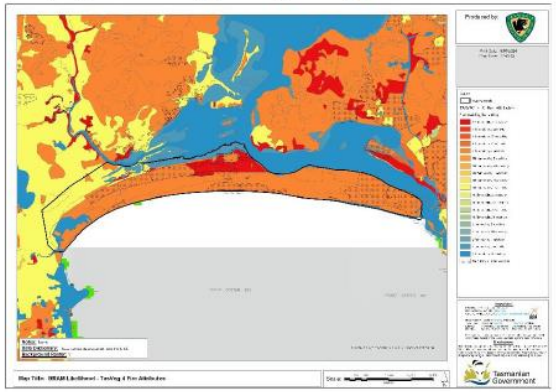
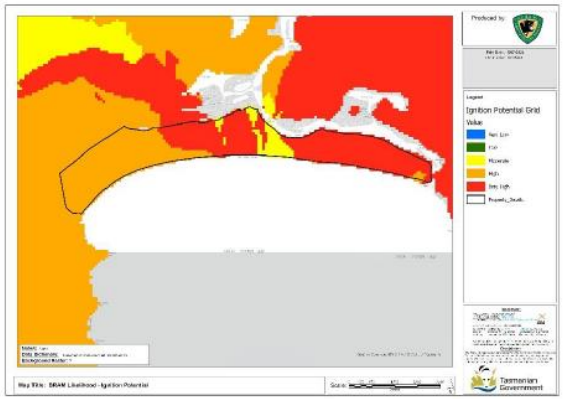
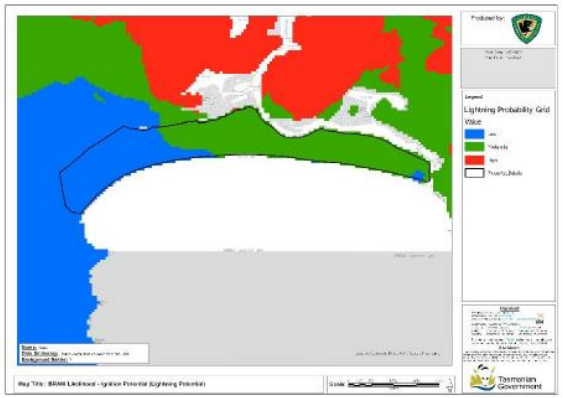


Figure 12: BRAM Outputs.

Likelihood: Ignition Potential is in the "high" to "very high" category influenced strongly by past fire ignitions in the area.



Likelihood: Lightning Potential across the site is in the "low to moderate" category based off historical lightning events across the site.



Likelihood: Ignition Potential (Fire Starts) is in the "high" category influenced strongly by past fire ignitions in the area. Map below indicating location of historical fire ignitions.

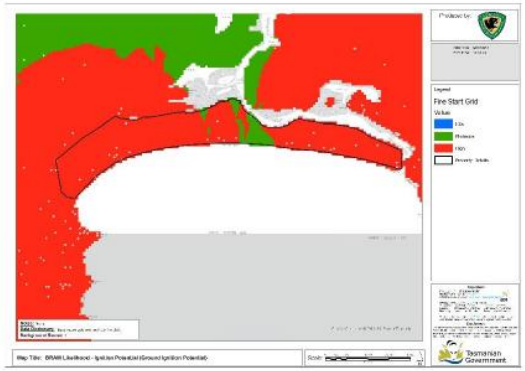


Figure 13: BRAM Outputs.

MITIGATING THE RISKS

Recommendations as per below Table:

Recommendation	Type	Justification/Background	Expected Outcomes	Responsibility	Photo/Map Id(s)
1. Upgrading of existing designated & dedicated fire breaks on GSBC tenure (specifically the one positioned at PID No.: 5280224 – Junction of Cambria Drive and Dolphin Sands Road (southern side). Needs vegetation management & gravelling as per other designated and dedicated fire breaks)	Operational	To ensure they are meeting minimum requirements for access as per TFS guidelines	Provides safe access for emergency service personnel & vehicles in fire incidents. Implementation will keep consistency across all dedicated fire break.	GSBC	Photo 1 Appendix Map 1: Id No. 1
2. Implementation of additional fuel breaks on GSB tenure. An additional fuel break (non-vehicular access) to be developed on an appropriate existing beach path between each of the existing designated & dedicated fire breaks (as per above). These should clear of all vegetation with only grasses retained to a maximum height of 100mm at all times.	Operational	To allow further safe areas for emergency service personnel in fire incidents with options for back burning operations etc	Provides further options for emergency service personnel in fire incidents to contain fires to a lesser size	GSBC	N/A
3. Continued implementation of TFS (BRU) fuel reduction burns on existing identified vegetation management units	Operational	Proven method to restrict fire entering private property allotments on the northern side of Dolphin Sands Road	Provides for lower fuel hazard ratings on the northern boundary of the plan area	TFS (BRU)	Appendix Maps 2 – 5: Id No. 2
4. Create a specific program schedule for ongoing vegetation maintenance on GSB tenure fuel modified buffer zone surrounding Cambria Drive	Operational	During the site assessments, some areas were noted to have vegetation that exceeds 100mm in height (up to 500mm). This single zone hazard management area must be managed and kept in a minimum fuel condition at all times "where fine fuels are minimised to the extent that the passage of fire will be restricted, e.g. all grassed areas within this zone need to be short cropped and kept to a nominal height of 100mm.	Ensures fine fuels are minimised to the extent that the passage of fire will be restricted	GSBC	Photos 2 & 3 Appendix Map 1: Id No. 3
5. Implementation of a fuel reduction burn program on GSBC tenure (PID No.: 5280224) – Junction of Cambria Drive and Dolphin Sands Road (southern side)	Operational	2.2 ha parcel of land suitable for fuel reduction burning. This could be split into 2 burn units and be burnt on a rotational basis, considering	Provides for a larger fuel break, supporting the firebreak (that requires upgrading – see Recommendation 1 above). Provides further options for emergency service personnel in fire incidents to contain fires to a lesser size	GSBC (GPM P/L can undertake the planning & operational aspects of this upon request)	Photos 5 & 6 Appendix Map 2: Id No. 4

		fuel hazard ratings and ecological requirements	(especially any fire coming from the direction of Cambria Drive)		
6. Improved and continual vegetation clearing and subsequent maintenance of road verges along Cambria Drive & Dolphin Sands Road entire road networks. Create an ongoing maintenance schedule	Operational	To ensure safe access & egress for emergency service personnel & vehicles in fire incidents as well as safe evacuation for residents/community during a fire incident. It was noted during site visits that there were inconsistencies in maintained widths, with vegetation on verges very close to road surfaces	To ensure safe access & egress for emergency service personnel & vehicles in fire incidents as well as safe evacuation for residents/community during a fire incident	GSBC	Photo 7
7. Ensure vegetation management around existing firefighting water tank at junction of Cambria Drive & Dolphin Sands Road.	Operational	Vegetation exists surrounding this firefighting water supply.	To ensure safe access & egress for emergency service personnel & vehicles in fire incidents, when connecting to this water course.	GSBC	Photo 4 Appendix Map 2: Id No. 5
8. Positioning of a new firefighting water tank on dedicated fire break between 516 & 518 Dolphin Sands Road.	Operational	Very little use in having a dedicated fire break without close access to water.	Provides for water at a close proximity to dedicated fire break. All other dedicated fire breaks have a water supply; thus, implementation will keep consistency across all dedicated fire breaks.	GSBC	Appendix Map 4: Id No. 6
9. Ensure there are no plantings in existing designated & dedicated fire breaks on GSBC tenure	Operational & Education	Compromises the ability for the fire breaks to perform their desired function	Provides safe access for emergency service personnel & vehicles in fire incidents	GSBC & Landowner Groups (such as the Dolphin Sands Community Association)	8
10. Ensure operating 'Air BNB's' and alike have designated fire pit areas with suitable managed ground surrounding them, if allowing outside campfires/fire pits as part of their rental procedures. If not allowing this use, then clearly state this on rental procedures	Educational & Administration	History of accidental fires escaping from camp fires & fire pits	Reduction in accidental escaped fires from camp fires & fire pits, thus reduction in potential wildfires	GSBC/Air BnB operators and alike	N/A
11. Stop private property landowners planting into road verges	Operational & Educational	Examples of this was noted during site visits	Removes unwanted vegetation from road verges (See Recommendation 6), allowing for a more efficient and cost-effective maintenance program for slashing of roadside verges across the entire Dolphin Sands & Cambria Drive Road networks	GSBC & Landowner Groups (such as the Dolphin Sands Community Association)	N/A
12. Ensure all private property allotments are clearly marked at the front entrance with individual property numbers	Educational	Makes it easier for emergency services personnel to communicate internally and externally during fire incidents, with known reference points	Provides for good communications in reference to geographical locations in fire incidents	GSBC & Landowner Groups (such as the Dolphin Sands Community Association) to consider implementing a program over a period of time	N/A

13.	As the plan area has an ageing population, ensure that these vulnerable members of the community are provided with the necessary guidance, education and help in relation to bushfire mitigation and subsequent fire incidents in relation to evacuation etc	Educational	Vulnerable people need help in preparing their properties for bushfire & help in evacuation during fire incidents.	Vulnerable people can get help in preparing their properties for bushfire incidents. Vulnerable people can be evacuated as a priority during fire incidents	Individual landowners, Formal & Informal Carers, GSBC & Landowner Groups (such as the Dolphin Sands Community Association) Connect with the Person-Centred Emergency Planning project being managed by SES to support these community members. https://www.ses.tas.gov.au/pcep/	N/A
14.	Provide simplified documentation and/or education to landowners that have dwellings/building constructed prior to 2013 (Bushfire Building Requirements), specifically in relation to access, static firefighting water supplies and hazard management areas, whereby they can retrospectively ensure that their properties are defendable during bushfire events. Could also provide information sessions and field visits	Educational	So much information, from too many resources, in too many locations	Simplified current guidance document to all landowners on their own responsibilities in relation to bushfire mitigation and methods of mitigating these risks on their own properties	Individual landowners, GSBC & Landowner Groups (such as the Dolphin Sands Community Association). (GPM P/L can provide this documentation & provide information sessions upon request)	N/A
15.	Ensure all future development in Dolphin Sands is undertaken in compliance with Tasmanian Planning Scheme, Glamorgan Spring Bay Local Provision Schedule - C13.0 Bushfire-Prone Areas Code, the Director's Determination 24th July 2024 – Bushfire Hazard Areas V1.2, Building Act 2016 & Building Regulations 2016 (Part 5 Division 6) and the instructions of AS 3959 – 20018 – Construction of buildings in bush fire-prone areas	Administrative	Observation of non-compliance during site visits, of new dwellings not complying with legislative requirements in relation to Bushfire Hazard Reports, associated Bushfire Attack Level (BAL) assessments and Bushfire Hazard Management Plans (BHMP)	Confirmation of compliance	GSBC	Photos 9 & 10
16.	Audit all private properties (those with new dwellings/buildings constructed since 2013) that have a current Bushfire Hazard Report, Bushfire Attack Level (BAL) Assessment & an associated Bushfire Hazard Management Plan (BHMP) to determine compliance	Administrative	Observation of non-compliance during site visits, of new dwellings not complying with legislative requirements in relation to Bushfire Hazard Reports, associated Bushfire Attack Level (BAL) assessments and Bushfire Hazard Management Plans (BHMP). "Potential compliance issues also noted by TFS during recent fire investigations."	Confirmation of compliance	No responsibility assigned (difficult to resource) – Future Improvement Opportunity	N/A
17.	GSBC to provide 'free of charge,' copies of the above documentation to landowners purchasing	Administrative	There is no obligation for vendors to provide certified	Ensures ongoing compliance regardless of a change in ownership	GSBC	N/A

	new properties, to ensure they understand their legal obligations in regards to the documents listed above in Recommendation 14		bushfire documentation (as listed in Recommendation 14) to new landowners, thus they have no understanding of their legal fire management obligations on their new property. GSB should have this information on file			
18.	Inspect potential for upgrade from power poles to an underground power network along Dolphin Sands and Cambria Drive Road networks. At a minimum, surround existing power poles with scoria/rock for a distance of 2m to prevent the poles from burning.	Administrative	One of the biggest issues to access & egress during fire incidents across the plan area is the falling of powerlines due to burning power poles, which either makes it unsafe for vehicle movement and/or not possible at all	To ensure safe access & egress for emergency service personnel & vehicles in fire incidents as well as safe evacuation for residents/community during a fire incident	GSBC	N/A
19.	Continue to investigate and obtain both Federal & State Government grants/funding opportunities, in relation to bushfire mitigation and community safety & resilience	Administrative	As the Dolphin Sands area is a high bushfire risk area, funding opportunities should be looked upon favourably, such as the funding for Bushfire Static Water Supplies (BAL Tanks)	Keep improving community resilience in relation to bushfire mitigation	GSBC	N/A
20.	Issue abatement notices	Administrative	Enforcement by LGAT (GSBC) for landowners/managers to abate fire risk on their individual private property allotments	To ensure that surrounding private property allotments (specifically those with buildings on them) do not adjoin fire hazard. This could be enforced on either the entire allotment or on boundaries only. To be used as a last resort only	GSBC	N/A

PHOTOS



Photo 1: Showing dedicated fire break with no track construction & plantings.



Photo 2: Showing Cambria Drive Fire break / FMBZ in good condition (±100mm).



Photo 3: Showing Cambria Drive Fire break / FMBZ in poorly maintained condition (>100mm).



Photo 4: Photo showing lack of vegetation surrounding firefighting water supply.



Photo 5: Potential FRB Unit.



Photo 6: Potential FRB Unit.



Photo 7: Example of poor roadside verge vegetation management on Dolphin Sands Road.



Photo 8: Fire break with subsequent plantings - not a good idea.



Photo 9: Example of good hazard management area around dwelling.



Photo 10: Example of not so good hazard management area around dwelling.

Conclusion

This Bushfire Mitigation Assessment Report provides an analysis and evaluation of the bushfire potential at a landscape level of the Dolphin Sands area. Factors including, however, not limited to, demographics, use of area, climate (including predominant fire weather), vegetation (sensitivity, fire attributes, treatable fuels), slope, aspect, existing vegetation management and fire history have been assessed.

The report also covers explanation of current fire management plans in place for the area, including internal Glamorgan-Spring Bay Council (GSBC) documents, external documents from Tasmania Fire Service (TFS) and Parks and Wildlife Service (PWS).

The report includes recommendations on bushfire mitigation, covering GSBC tenure, private property allotments and PWS managed land. These recommendations are by no means and exhausted list, and cannot be implemented immediately, however, will provide guidance to GSBC and the Dolphin Sands community on strategies to add to existing mitigation programs.

This assessment has identified that the site has history of intense bushfires impacting the area, by both ground fire and ember transfer from a variety of internal and external sources and with the external influences of climate change etc, this looks set to continue. It should be noted that due to the vegetation fuel types and the area being subject to wind from multiple directions, bushfires can be expected in any season, including winter months.

This assessment has determined that the bushfire risk surrounding and including the subject area have been considered in detail and that proposed recommended bushfire planning mitigation measures may help moderate the risk to an acceptable level, or at a minimum, highlight the risks and provide further education to landowners and managers on understanding the risk.

Reference Documents/End Notes

1. East Coast Fire Management Area Bushfire Risk Management Plan 2023, V1.1, 09/23, State Fire Management Council, Community Fire Safety Bushfire Risk Unit Planning, Tasmania Fire Service Bushfire Risk Unit ([4], [5], [6], [7], [8], [9]).
2. Dolphin Sands Community Bushfire Protection Plan, Version 2.0, November 2024, Tasmania Fire Service ([1]).
3. Dolphin Sands Community Bushfire Response Plan, Version 2.0, September 2016, Tasmania Fire Service (non-public document) ([2], [3]).
4. Nine Mile Beach – A Guide to Living at Great Oyster Bay Estate & Dolphin Sands, Glamorgan Spring Bay Council/Dolphin Sands Community Association formerly Dolphin Sands Ratepayers association ([10]).



GPM GROUND PROOF MAPPING

Important:

PROJECTION: Universal Transverse Mercator (UTM).

HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)

MAP GRID: Mapping Grid of Australia (MGA94)

GDA

Disclaimer:

Whilst GPM (and its agents) make every reasonable effort to locate and identify features on the land which is the subject of this map not all features either above or below the surface have been located. Users are advised to independently verify all data for accuracy and completeness prior to use.

Dolphin Sands Bushfire Mitigation Overview Map - Appendix No. 1

Map Type: Project Overview Map

Location: Dolphin Sands

Address: Dolphin Sands

PID No.: Various

Map Production: GPM P/L

Production Date: 03/07/2024

Client: Glamorgan Spring Bay Council

Notes:

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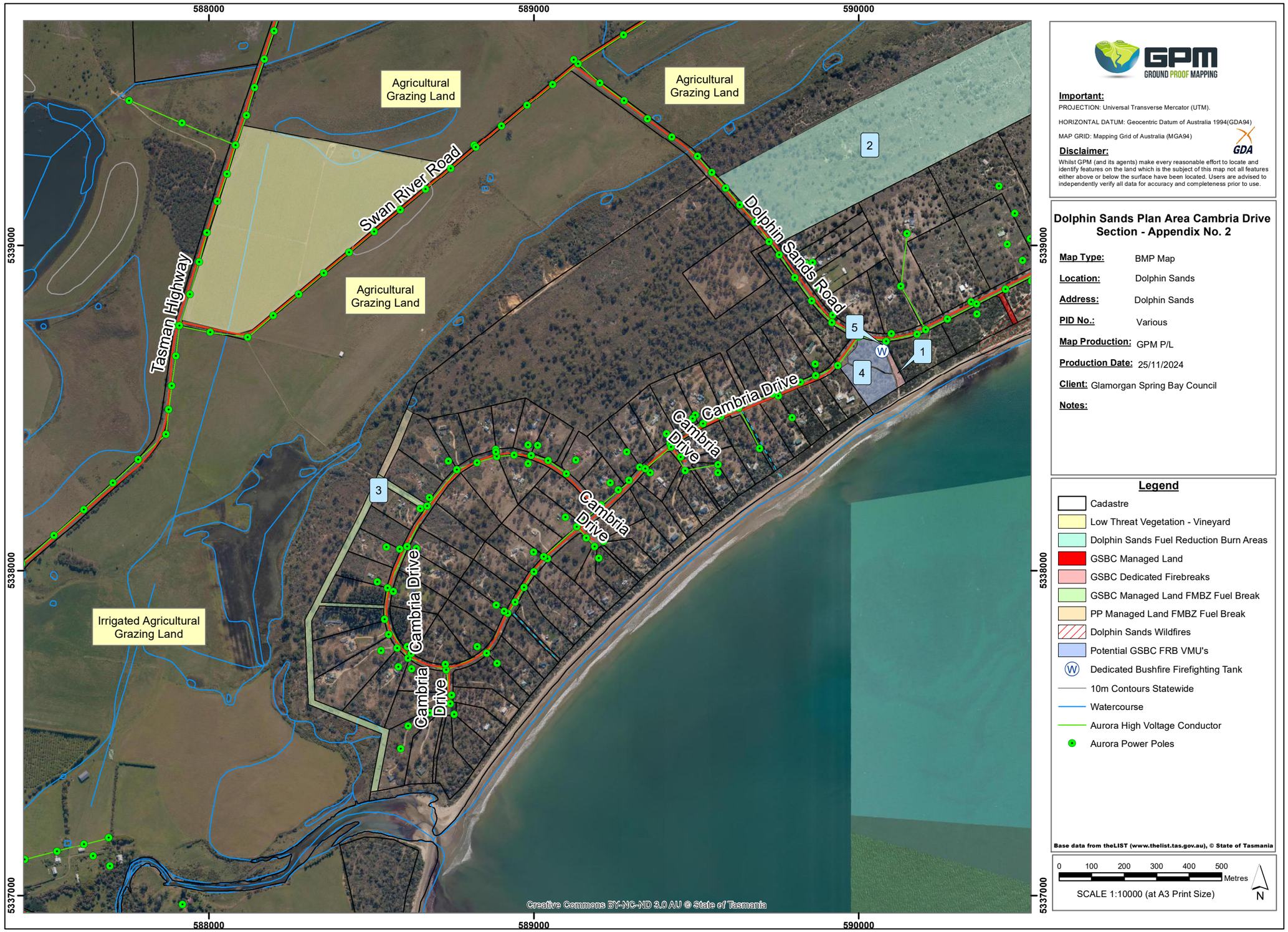
BRAM Assessment Area

Base data from theLIST (www.thelist.tas.gov.au), © State of Tasmania

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GPM GROUND PROOF MAPPING

Important:

PROJECTION: Universal Transverse Mercator (UTM).

HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)

MAP GRID: Mapping Grid of Australia (MGA94)

GDA

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Dolphin Sands Plan Area Cambria Drive Section - Appendix No. 2

Map Type: BMP Map

Location: Dolphin Sands

Address: Dolphin Sands

PID No.: Various

Map Production: GPM P/L

Production Date: 25/11/2024

Client: Glamorgan Spring Bay Council

Notes:

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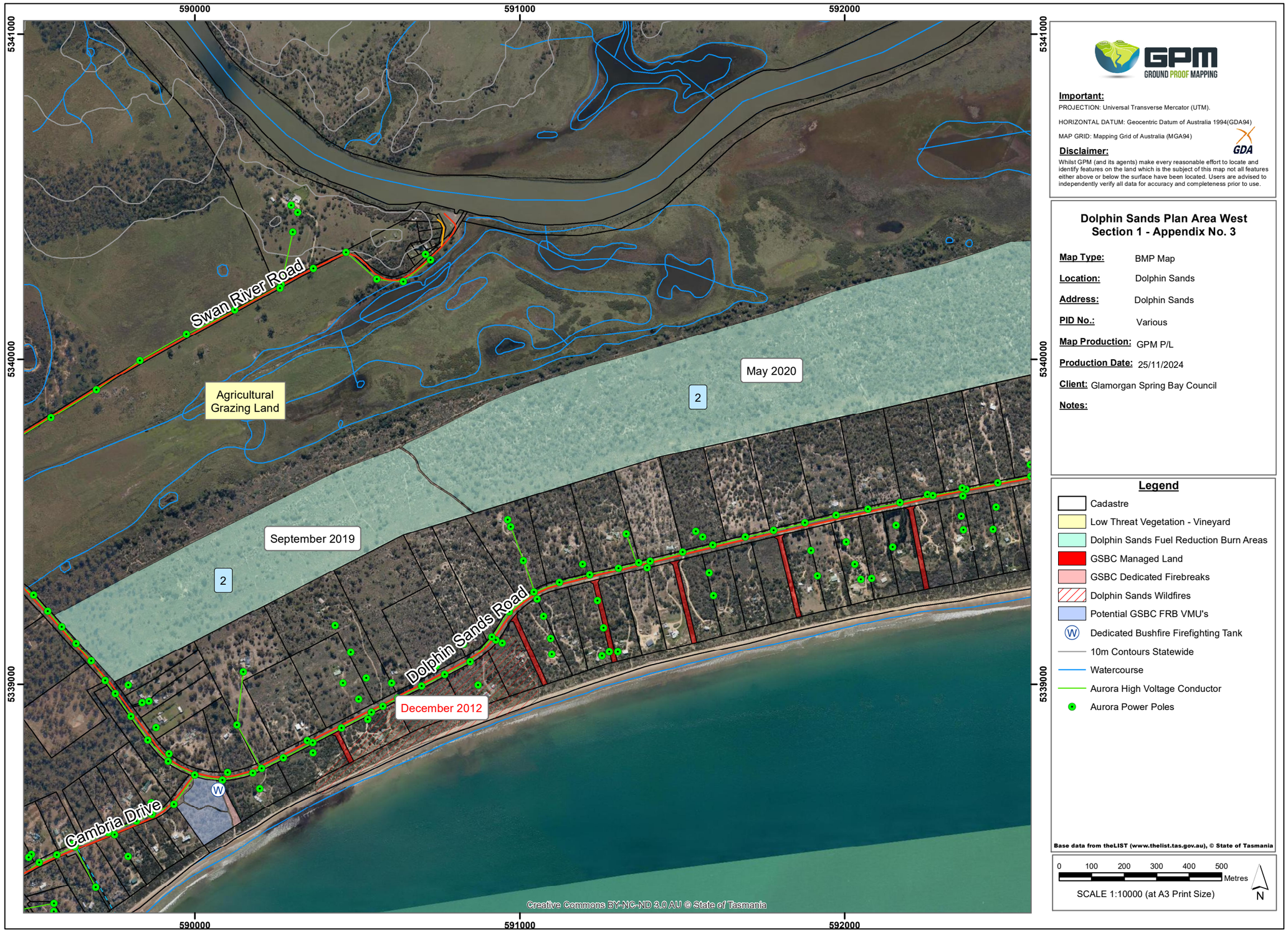
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- Low Threat Vegetation - Vineyard
- Dolphin Sands Fuel Reduction Burn Areas
- GSBC Managed Land
- GSBC Dedicated Firebreaks
- GSBC Managed Land FMBZ Fuel Break
- PP Managed Land FMBZ Fuel Break
- Dolphin Sands Wildfires
- Potential GSBC FRB VMU's
- (W) Dedicated Bushfire Firefighting Tank
- 10m Contours Statewide
- Watercourse
- Aurora High Voltage Conductor
- Aurora Power Poles

Base data from theLIST (www.thelist.tas.gov.au), © State of Tasmania

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GPM GROUND PROOF MAPPING

Important:

PROJECTION: Universal Transverse Mercator (UTM).

HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)

MAP GRID: Mapping Grid of Australia (MGA94)

GDA

Disclaimer:

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Dolphin Sands Plan Area West
Section 1 - Appendix No. 3

Map Type: BMP Map

Location: Dolphin Sands

Address: Dolphin Sands

PID No.: Various

Map Production: GPM P/L

Production Date: 25/11/2024

Client: Glamorgan Spring Bay Council

Notes:

Legend

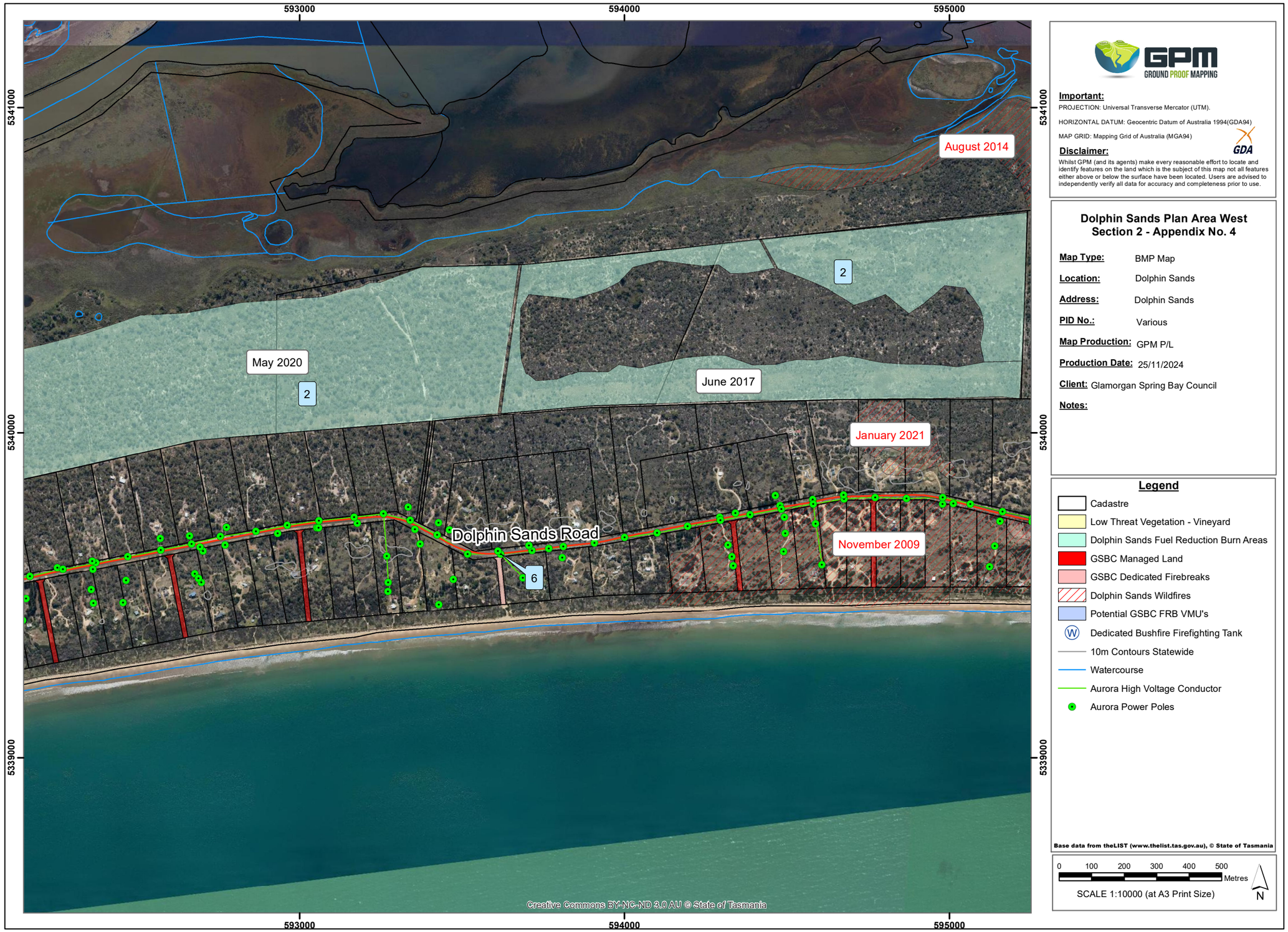
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- Low Threat Vegetation - Vineyard
- Dolphin Sands Fuel Reduction Burn Areas
- GSBC Managed Land
- GSBC Dedicated Firebreaks
- Dolphin Sands Wildfires
- Potential GSBC FRB VMU's
- Dedicated Bushfire Firefighting Tank
- 10m Contours Statewide
- Watercourse
- Aurora High Voltage Conductor
- Aurora Power Poles

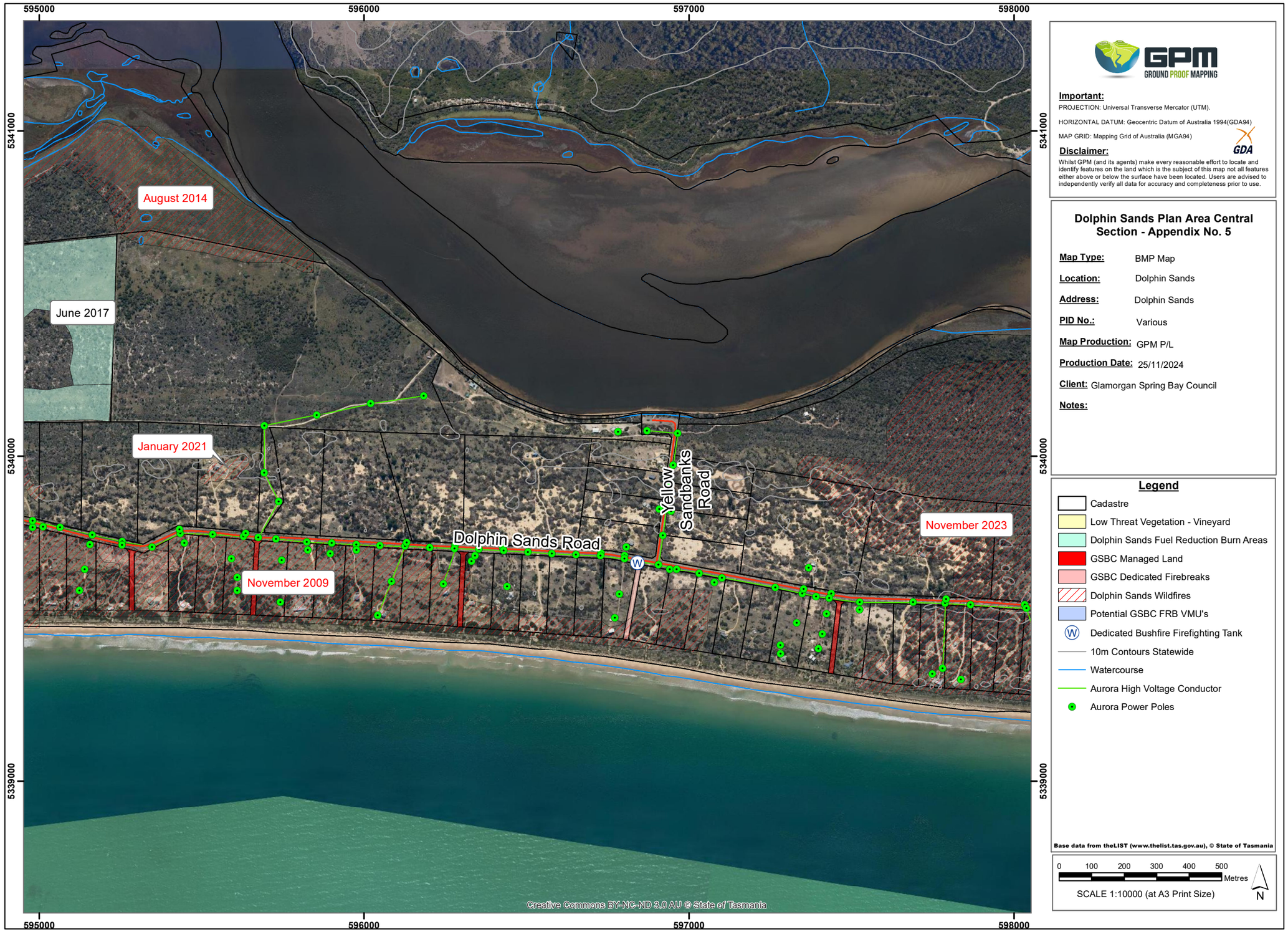
Base data from theLIST (www.thelist.tas.gov.au), © State of Tasmania

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594000
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5339000
August 2014
May 2020
2
June 2017
January 2021
Dolphin Sands Road
6
November 2009
Creative Commons BY-NC-ND 3.0 AU © State of Tasmania
GPM
GROUND PROOF MAPPING
Important:
PROJECTION: Universal Transverse Mercator (UTM).
HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)
MAP GRID: Mapping Grid of Australia (MGA94)
GDA
Disclaimer:
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Dolphin Sands Plan Area West
Section 2 - Appendix No. 4
Map Type: BMP Map
Location: Dolphin Sands
Address: Dolphin Sands
PID No.: Various
Map Production: GPM P/L
Production Date: 25/11/2024
Client: Glamorgan Spring Bay Council
Notes:
Legend
Cadastre
Low Threat Vegetation - Vineyard
Dolphin Sands Fuel Reduction Burn Areas
GSBC Managed Land
GSBC Dedicated Firebreaks
Dolphin Sands Wildfires
Potential GSBC FRB VMU's
Dedicated Bushfire Firefighting Tank
10m Contours Statewide
Watercourse
Aurora High Voltage Conductor
Aurora Power Poles
Base data from theLIST (www.thelist.tas.gov.au), © State of Tasmania
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GPM GROUND PROOF MAPPING

Important:

PROJECTION: Universal Transverse Mercator (UTM).

HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)

MAP GRID: Mapping Grid of Australia (MGA94)

GDA

Disclaimer:

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Dolphin Sands Plan Area Central Section - Appendix No. 5

Map Type: BMP Map

Location: Dolphin Sands

Address: Dolphin Sands

PID No.: Various

Map Production: GPM P/L

Production Date: 25/11/2024

Client: Glamorgan Spring Bay Council

Notes:

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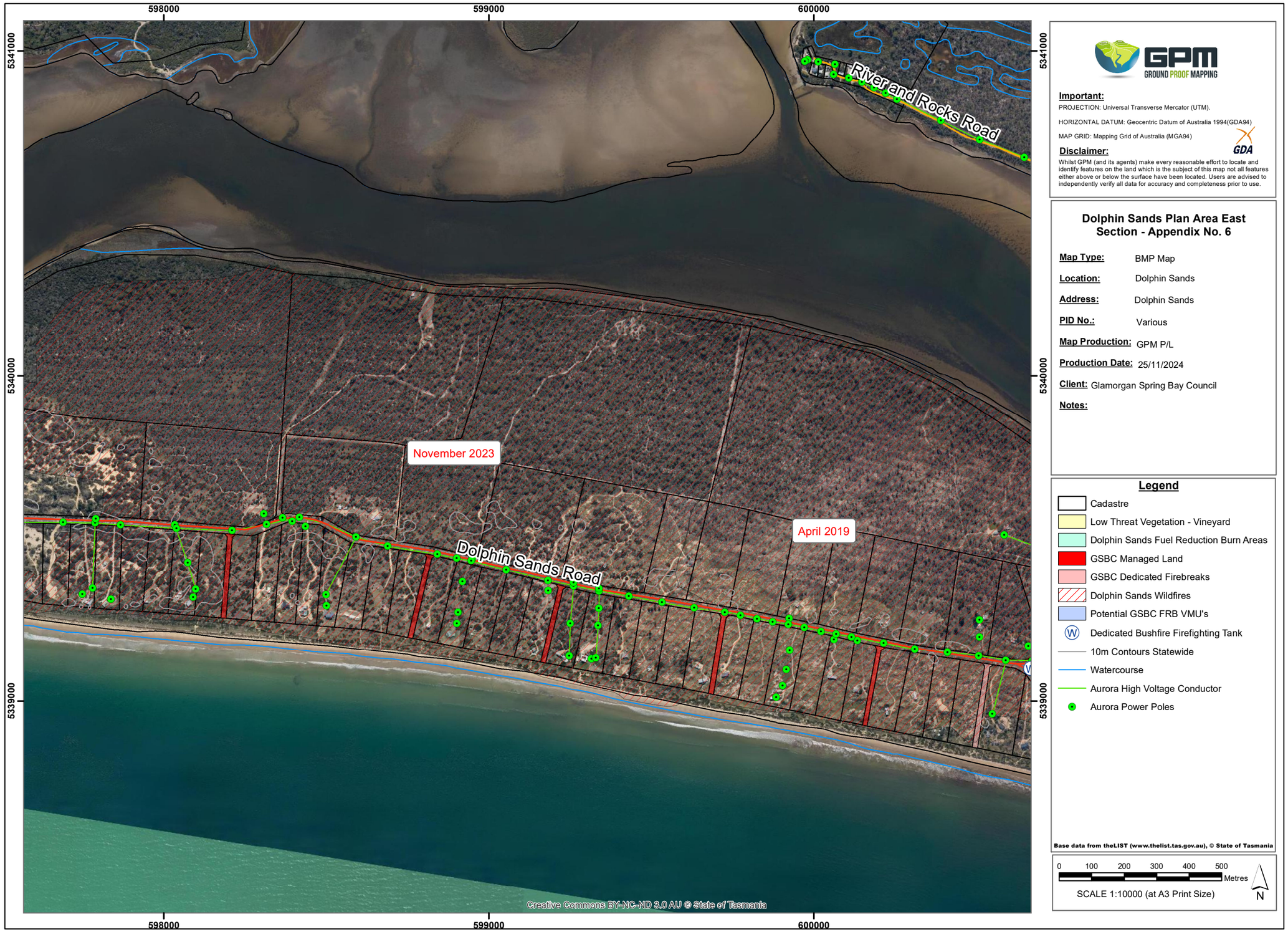
- Cadastre
- Low Threat Vegetation - Vineyard
- Dolphin Sands Fuel Reduction Burn Areas
- GSBC Managed Land
- GSBC Dedicated Firebreaks
- Dolphin Sands Wildfires
- Potential GSBC FRB VMU's
- W Dedicated Bushfire Firefighting Tank
- 10m Contours Statewide
- Watercourse
- Aurora High Voltage Conductor
- Aurora Power Poles

Base data from theLIST (www.thelist.tas.gov.au), © State of Tasmania

0 100 200 300 400 500 Metres

SCALE 1:10000 (at A3 Print Size)

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GPM GROUND PROOF MAPPING

Important:

PROJECTION: Universal Transverse Mercator (UTM).

HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)

MAP GRID: Mapping Grid of Australia (MGA94)

GDA

Disclaimer:

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Dolphin Sands Plan Area East Section - Appendix No. 6

Map Type: BMP Map

Location: Dolphin Sands

Address: Dolphin Sands

PID No.: Various

Map Production: GPM P/L

Production Date: 25/11/2024

Client: Glamorgan Spring Bay Council

Notes:

Legend

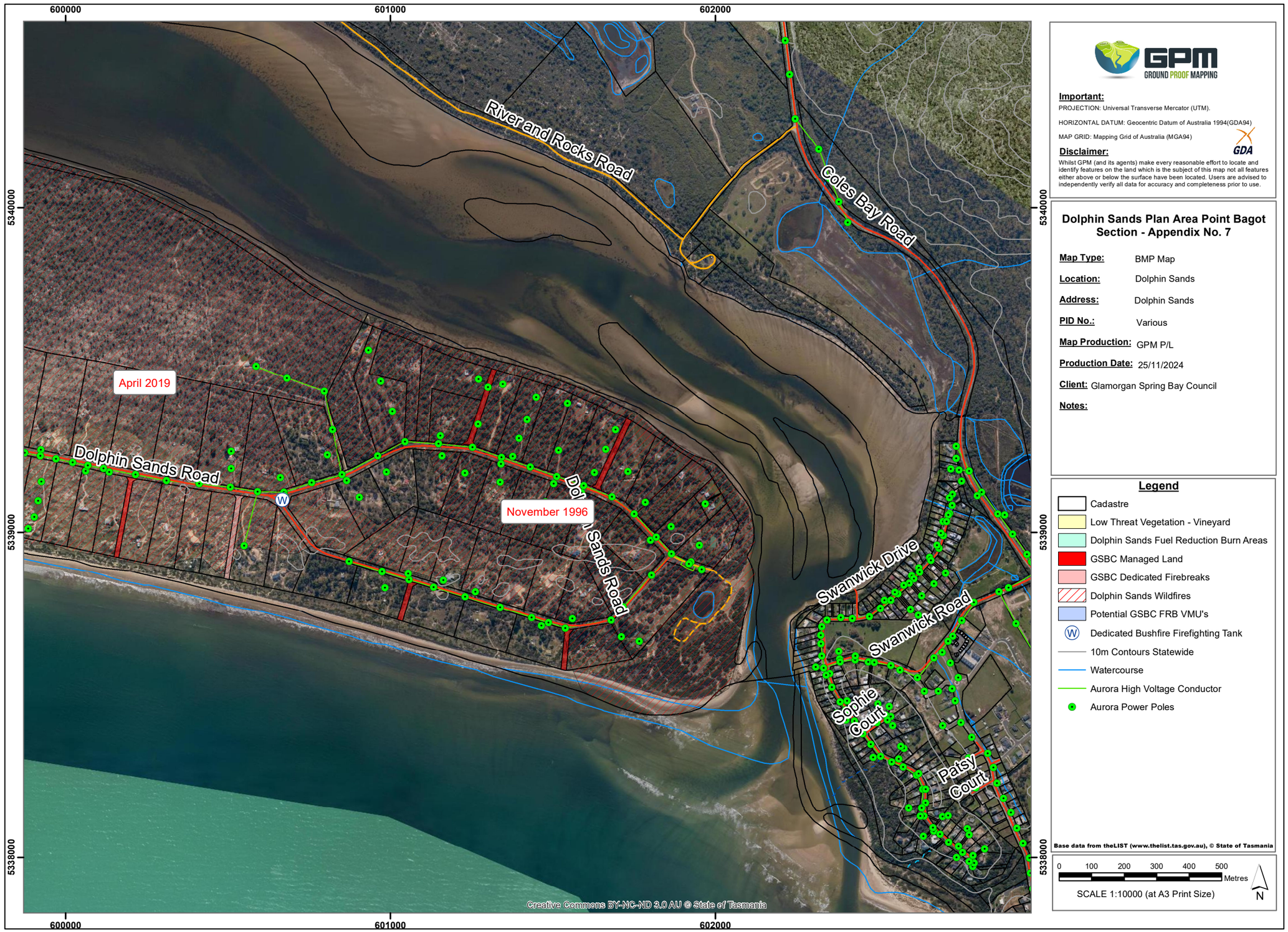
- Cadastre
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- Dolphin Sands Fuel Reduction Burn Areas
- GSBC Managed Land
- GSBC Dedicated Firebreaks
- Dolphin Sands Wildfires
- Potential GSBC FRB VMU's
- Dedicated Bushfire Firefighting Tank
- 10m Contours Statewide
- Watercourse
- Aurora High Voltage Conductor
- Aurora Power Poles

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SCALE 1:10000 (at A3 Print Size)

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GPM GROUND PROOF MAPPING

Important:

PROJECTION: Universal Transverse Mercator (UTM).

HORIZONTAL DATUM: Geocentric Datum of Australia 1994(GDA94)

MAP GRID: Mapping Grid of Australia (MGA94)

GDA

Disclaimer:

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Dolphin Sands Plan Area Point Bagot Section - Appendix No. 7

Map Type: BMP Map

Location: Dolphin Sands

Address: Dolphin Sands

PID No.: Various

Map Production: GPM P/L

Production Date: 25/11/2024

Client: Glamorgan Spring Bay Council

Notes:

Legend

- Cadastre
- Low Threat Vegetation - Vineyard
- Dolphin Sands Fuel Reduction Burn Areas
- GSBC Managed Land
- GSBC Dedicated Firebreaks
- Dolphin Sands Wildfires
- Potential GSBC FRB VMU's
- Dedicated Bushfire Firefighting Tank
- 10m Contours Statewide
- Watercourse
- Aurora High Voltage Conductor
- Aurora Power Poles

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Glamorgan Spring Bay Council

Public Art and Memorial Policy

Version 2

Adopted: 28 January 2024
Minute No.:

Document Control

Public Art and Memorial Policy	
First issued/approved	September 2022
Source of approval/authority	Council Adoption
Last reviewed	December 2024
Next review date	September 2028
Version number	2
Responsible Officer	Director Works & Infrastructure
Department responsible for policy development	Works & Infrastructure
Related policies	• Applying for Grants on Council Land Policy • Asset Management Policy • Private Works Policy
Publication of policy	Website

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1 Introduction

1.1 Purpose

Public Open Spaces provide active and passive recreation opportunities for all members of the community, all of the time. They provide spaces for people to come together in groups for celebrations and for individual quiet contemplation or remembrance. The Infrastructure and features within a public open space facilitating these different purposes may be a source of conflict for some open space users if not managed effectively.

To facilitate the establishment of appropriate spaces for the display of art, tributes to achievements and the memorialisation of former community members, it is important to strategically plan and manage the location and installation of these developments to minimise unintended outcomes.

The purpose of the Public Art & Memorial Policy (the Policy) is to provide a framework for the installation of Public Art and Memorials in their many forms in public spaces within the Glamorgan Spring Bay Municipal Area. All Memorials and Art installations, internally or externally requested, must conform to this policy.

1.2 Scope

The Policy relates to the request for any art work, sculpture, Infrastructure for the purpose of art or for memorial purposes, including the request for plaques, to be installed in a public place within the Glamorgan Spring Bay Municipal Area.

Some public spaces may already contain art works, memorials and/or plaques that predate the Policy. An existing memorial cannot be taken as a precedent for any future approvals.

Proponents who cannot meet the requirements of the Policy should consider other options, particularly for memorialisation.

Cemeteries are public open spaces which are specifically dedicated to memorialisation of the deceased and are council's preferred location for memorials to individuals.

1.3 Objective

The outcomes of this policy include:

- The development of a public art and memorial register that is reviewed annually.
- Increased expression and acknowledgement of the energy, creativity and achievements that exist within Glamorgan Spring Bay.
- Enhanced public spaces through appropriate public art and memorial installation.
- The implementation of a consistent, transparent and equitable process for the identification, commissioning, management, maintenance, deaccessioning of public artworks and retirement of memorials.
- Promotion of community cultural development through increased community participation in public art processes.

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- Increased cultural tourism opportunities.

1.4 Definitions

Infrastructure – A solid installation including park benches, concrete metal, timber, sails, lighting or plastic works, vertical, horizontal, curved or angular structures intended to fulfill an artistic or memorial function or a portion or whole of a public building or structure.

Memorial - An object, not including visible wording or dedication, established in memory of a deceased person, association, anniversary or event which may take the form of

- Park furniture (seat/table and chairs);
- A tree or shrub;
- Public art (sculpture);
- A drink fountain.
- Other alternatives

Plaque – A range of materials including but not limited to stone or metal and bearing an inscription that may be attached to the memorial object.

Proponent - Person(s) requesting the installation for Council's consideration; responsible body for all costs associated with the installation.

Public Art - Public art presents a creative or interpretive statement in a facility or space that is accessible to the public. It may comprise stand-alone artworks or may be incorporated into buildings, infrastructure or open space. Public art can be permanent or temporary, external or internal to any building or place or integrated into functional infrastructure. It can be literary, visual, acoustic, interactive, craft or design.

Public Art Register – a register listing Council's permanent public artworks is to be maintained by the Council in its asset register. All artworks listed on this register are considered assets of Glamorgan Spring Bay Council. Existing public artworks will be added to the register and therefore be reviewed under the criteria set out in this policy.

Public Spaces - Both indoor and outdoor spaces that are accessible to the public including parks, waterways and foreshores, streetscapes, buildings and open spaces. For the purposes of this policy, this scope pertains to facilities or land owned or managed by the Glamorgan Spring Bay Council.

Temporary Public Art – Refers to an artwork that is not designed to last or remain installed in its original setting. A temporary public artwork may remain in the public from a few hours up to approximately 24 months.

Public Art Memorial – Refers to an artwork including a plaque that specifically serves to preserve the memory of a deceased person/s or a significant past event. It may be instigated by a third party, unrelated to Glamorgan Spring Bay Council, however if it is to be installed in or on a Council owned or administered public space or place it is considered public art.

1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Applying for Grants on Council Land Policy*
- *Asset Management Policy*
- *Private Works Policy*

1.6 Policy Review and Update Cycle

This policy is to be reviewed in September 2028 or when circumstances require, and thereafter, every four years.

2 Policy

2.1 Memorial Regulation

2.1.1 Subjects for memorials are limited to:

- Individuals (deceased) or associations that have made an outstanding contribution to the development of the Glamorgan Spring Bay Municipal Area;
- An important anniversary of an event unique and highly significant to the Glamorgan Spring Bay; or
- Historical or other culturally significant events related to a particular site in the municipality.
- Buildings or sections of buildings or infrastructure shall not be named after living persons.

2.1.2 Plaques:

- A discreet plaque, used consistently for all public memorials, may be installed on the memorial object at the cost of the proponent.
- The plaque can be inscribed with a date and short inscription reading: *Donated by [PROPONENT] in memory of [SUBJECT]* or similar.
- One (1) plaque per memorial object will be permitted.
- The plaque will be a 100mm (width) by 60mm (height) piece of brass or similar material that may be attached to the memorial object.
- No exceptions will be made regarding the size, colour or format of the plaque.
- All plaques will be arranged and installed by Council at the cost of the proponent.
- Plaques may only be installed on a new memorial object once a ***Request for Public Memorial*** application has been approved by Council.
- Plaques may not be installed on any existing Council infrastructure, including trees/shrubs.
- Plaques signifying the location of scattered ashes will not be considered unless a ***Request for Public Memorial*** application has been received and approved by Council, and an associated memorial object will be installed.

2.1.3 Installation and upkeep:

- Approved public memorials will be purchased and installed at the cost of the proponent.
- Council will undertake the installation of the memorial.

- Should the memorial be lost or vandalised, the cost of repair or replacement remains the responsibility of the proponent.
- If the proponent is deceased or no longer living in/associated with the Glamorgan Spring Bay Municipality then Council may resolve, through the Works & Infrastructure Department, to repair or remove the memorial.
- Council may at any time remove the memorial for maintenance and upgrades, or if there are significant changes to the use of the site.

2.2 Public Art Guiding Principles for Regulation

The following principles underpin Council's commitment to the provision of its public art collection:

2.2.1 Excellence in project initiation, concept, design and fabrication

Public artworks will reflect classic styles and creative trends through early identification of public art opportunities, concept development, design and fabrication ensuring a relevant, cohesive and contemporary public art collection in the municipality. Public artworks must also be designed and fabricated in a way to ensure they are physically suitable and characteristically relevant to the space as well as being safe and sustainable over the period of their installation.

2.2.2 Transparent decision-making processes

The identification, commissioning and assessment of all public artworks will be through transparent, equitable and inclusive processes. Council will consult with internal and external stakeholders and, where appropriate, the community to ensure decisions made by Council about public artworks and their locations are appropriate and reflect the local identity and purpose.

Artwork installation proposals will be considered by council project by project.

2.2.3 Linkage to Master Plans and location character

Art installations will be considered for their congruence with the location for which they are proposed and the future development plans for the location. Where master plans are developing, consideration of the inclusion of art installations will be given. Where artworks which are purposefully incongruent with a site are proposed, consideration will be given to the benefits proposed by the disparity.

2.3 Responsibilities

2.3.1 Proponent:

The proponent of a public artwork or memorial must submit a request in writing to the General Manager. For public artwork, please use the *Request for Public Artwork* application form (see Attachment). For public memorials, use the *Request for Public Memorial* application form (see Attachment). The proponent will be responsible for all costs associated with the purchase and installation, of the artwork or memorial object. Once completed to councils satisfaction, the artwork will become an asset owned and maintained by Council.

2.3.2 Works & Infrastructure Department:

The Works & Infrastructure Department (WID) is responsible for the coordination of Council's public spaces. WID will review the application with reference to the Policy and make a recommendation to Council by way of an Agenda Item for the next full Council Meeting.

2.3.3 Council:

Council may or may not choose to support the WID recommendation.

3 Implementation

Implementation of this Policy rests with the General Manager.

3.1 Process for Memorial applications

1. **Request for Public Memorial** application form submitted to Council by the proponent (including two references attached attesting to the character of the person being honoured).
2. The General Manager reviews the application and references, and discusses the proposal with the MANEX team
3. Relevant Department manager(s) contact the proponent to quote on installation costs.
4. Within 28 days of the above, the proponent advises the relevant officer whether they wish to continue or cease the procedure for the **Request for Public Memorial.**
5. **a.)** If the proponent wishes to cease the procedure then no further action is taken. The WID will however be notified of the request.
   b.) If the proponent wishes to continue the procedure the WID reviews the request with reference to the Policy.
6. WID makes a recommendation to Council for consideration at the next full Council meeting.
7. The corresponding Agenda Item is prepared by WID and voted upon by Council.
8. The proponent is notified in writing of the outcome of their application by the relevant officer.
9. If successful, the proponent arranges the purchase and installation of the memorial in conjunction with the council officer to ensure that all Council requirements have been met.
10. Upon receipt of payment, Council will undertake the installation of the memorial.

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3.2 Process for Public Art Applications

1. **Submission**: The proponent submits a Request for Public Art application form to Council providing details of how the artwork is to be funded.
2. **Review**: The General Manager reviews the application and discusses it with the Management Executive Team (MANEX).
3. **Cost Estimation**: Relevant Department managers contact the proponent to provide quotes for ongoing maintenance costs.
4. **Recommendation**: The WID prepares a recommendation for Council's consideration at the next full Council meeting.
5. **Council Decision**: The corresponding agenda item is prepared by the WID and voted upon by Council.
6. **Notification**: The relevant officer notifies the proponent in writing of the outcome of their application.
7. **Purchase and Installation**: If successful, the proponent coordinates the purchase and installation of the artwork with the council officer to ensure compliance with all Council requirements.

4 Attachments

- **Request for Public Memorial** Application Form
- **Request for Public Art** Application Form

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REQUEST FOR PUBLIC MEMORIAL | APPLICATION FORM

Please return this form to the General Manager, PO Box 6, Triabunna, 7190

SECTION 1 – PROPONENT DETAILS	
Proponent Name:	
Address:	
Phone:	
E-mail:	
SECTION 2 – SUBJECT OF PUBLIC MEMORIAL	
Subject Name:	

What is your association with the subject:

How does the subject meet the *Glamorgan Spring Bay Council Public Art & Memorial Policy* – Section 2.1 Subjects for memorials are limited to (please tick):

- ☐ Individuals or associations that have made an outstanding contribution to the development of the Glamorgan Spring Bay municipal area;
- ☐ An important anniversary of an event unique and highly significant to the Glamorgan Spring Bay; or
- ☐ Historical or other culturally significant events related to a particular site in the municipality.

Please detail how your subject meets the Policy Statement:

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Please attach references from <u>two</u> individuals who can attest to the character of the person being honoured:		☐ **Attached**
Does your request include the installation of a plaque?	☐ **Yes**	☐ **No**
If yes, please complete the following:		
Donated by:		
In memory of:		
Date(s):		
Other:		

SECTION 3 – PROPOSED PUBLIC MEMORIAL AND LOCATION

Please detail the proposed object and location:

SECTION 4 – ACKNOWLEDGEMENT

I acknowledge that Glamorgan Spring Bay Council will make a decision on my application based upon the Public Art & Memorial Policy and that any existing art works or memorials cannot be taken as precedent for this request. I confirm that if successful I will meet any costs associated with the purchase, installation and upkeep of the public memorial I have requested.

Signed:		**Date:**	

You will be contacted upon the receipt of your application and prior to the review procedure to discuss installation costs. At this point you will need to notify Council whether you wish to cease or continue the review procedure.

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GLAMORGAN SPRING BAY COUNCIL

REQUEST FOR PUBLIC ART | APPLICATION FORM

Please return this form to the General Manager, PO Box 6, Triabunna, 7190

SECTION 1 – PROPONENT DETAILS	
Proponent Name:	
Address:	
Phone:	
E-mail:	
SECTION 2 – SUBJECT OF PUBLIC ART	
Title of Artwork	
Description of Artwork:	
What is your association with this artwork?	

Does the artwork align with the Glamorgan Spring Bay Council Public Art Policy – Section 2.2 Public Art Guiding Principles for Regulation (please tick):

☐ **Excellence in project initiation, concept, design and fabrication**
Public artworks will reflect classic styles and creative trends through early identification of public art opportunities, concept development, design and fabrication ensuring a relevant, cohesive and contemporary public art collection in the municipality. Public artworks must also be designed and fabricated in a way to ensure they are physically suitable and characteristically relevant to the space as well as being safe and sustainable over the period of their installation.

☐ **Transparent decision-making processes**
The identification, commissioning and assessment of all public artworks will be through transparent, equitable and inclusive processes. Council will consult with internal and external stakeholders and, where appropriate, the community to ensure decisions made by Council about public artworks and their locations are appropriate and reflect the local identity and purpose.

☐ **Linkage to Master Plans and location character**
Art installations will be considered for their congruence with the location for which they are proposed and the future development plans for the location. Where master plans are developing, consideration of the inclusion of art installations will be given. Where artworks which are purposefully incongruent with a site are proposed, consideration will be given to the benefits proposed by the disparity.

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Please detail how your artwork meets the Policy Statement:		
Does your request include the installation of a plaque?	☐ **Yes**	☐ **No**
If yes, please complete the following:		
Donated by:		
In recognition of:		
Date(s):		
Other:		

SECTION 3 – PROPOSED PUBLIC ART LOCATION

Please detail the proposed artwork and its location:	
Please attach any photos, sketches, or drawings that illustrate your proposed artwork:	☐ **Attached**

SECTION 4 – ACKNOWLEDGEMENT

I acknowledge that Glamorgan Spring Bay Council will make a decision on my application based upon the Public Art & Memorial Policy and that any existing art works or memorials cannot be taken as precedent for this request. I confirm that if successful I will meet any costs associated with the purchase, installation and upkeep of the public memorial I have requested.

Signed:		**Date:**	

You will be contacted upon the receipt of your application and prior to the review procedure to discuss installation costs. At this point you will need to notify Council whether you wish to cease or continue the review procedure.

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Glamorgan Spring Bay Council

Gifts & Donations Policy

Version [2.0]

Adopted: 28 January 2025
Minute No.:

Document Control

Gifts & Donations Policy	
First issued/approved	August 2021
Source of approval/authority	Council
Last reviewed	September 2024
Next review date	September 2028
Version number	02
Responsible Officer	General Manager
Department responsible for policy development	Governance
Related policies	• Elected Member Code of Conduct • Employee Code of Conduct
Publication of policy	Website

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1 Introduction

1.1 Purpose

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.

1.2 Scope

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.

In a private context gifts and donations are usually unsolicited and meant to convey a feeling on behalf of the giver such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of this Policy.

Gifts, favours and donations may also be offered to individuals in the course of business relationships. Such gifts and donations are often given for commercial purposes and serve to create a feeling of obligation in the receiver.

Gifts and donations given in the course of business relationships is the focus of this Policy.

The Policy is to be applied in conjunction with provisions in the Local Government (Code of Conduct) Order 2024 and other relevant Council policies and procedures.

1.3 Definitions

Bribe means a gift or benefit given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council official to benefit someone or something.

Cash means money or vouchers which are readily convertible.

Conflict of interest means any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Council official means Mayor, Councillors, Council staff (including staff engaged through an employment agency), Council Committee members, volunteers and contractors.

Cumulative gift means a series of gifts of nominal value from the same person or organisation over a specified period which may have an aggregate value that is significant.

Favour means an act of service beyond what is usual, which could have a commercial or other value and that may reasonably be considered to confer an obligation on the receiver.

Gifts or donations means an item, service, loan of money, loan of property or any other benefit with a monetary value of $50 or more.

Gifts and Donations Declaration Form means a form to be completed (example template at attachment 1), when an individual receives a gift or benefit of a non-token nature above the nominal limit or receives a series of token gifts or donations in a specified time that may have significant aggregate value (Cumulative Gift).

Gifts and Donations Register – a register maintained by Council of all declared gifts and donations (attachment 2).

Gift of influence means a gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.

Gift of gratitude means a gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions may be considered an example of gifts of gratitude.

Hospitality means the provision of accommodation, meals, refreshments or other forms of entertainment.

Nominal value is the monetary limit of the value of gifts or donations that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value.

Public perception means the perception of a fair-minded person in possession of the facts.

Significant value means a gift or benefit that has a value above the nominal value limit.

Specified number means a gift or benefit that has a value above the nominal value limit.

Token means often mass produced (i.e. pens, calendars, ties or items with a company logo on them), offered in business situations to individuals. Usually have a value under the nominal value limit.

Non token means items that are of a more individual nature, with a value above the nominal value limit. Items may include, free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.

Related Policies and Legislation

This Policy relates to and depends on other Council policies, as well as legislation, including:

- 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

1.4 Policy Review and Update Cycle

This Policy is to be reviewed every four years or in accordance with legislative requirements.

2 Policy

Council officials at all times and in all circumstances must be seen to be fair, impartial and unbiased and should actively discourage offers of gifts and donations and must not solicit gifts or donations.

Council officials must not take advantage of their official position to secure an unreasonable personal profit or advantage. People doing business with the Council should be encouraged to understand that they do not need to give gifts or donations to Council officials to get high quality service.

From time to time Council officials may be offered gifts or donations. In some limited circumstances gifts and donations may be accepted. Token gifts of nominal value may generally be received. Non – token gifts of significant value should not generally be accepted.

Council officials should at all times be aware of the wider situation in which an offer of a gift or benefit is being made. For example, Council officials should consider whether the donor is in or may be seeking to enter into a business relationship with Council or may be applying to Council in relation to the exercise of Councils functions.

Council officials must avoid situations that suggest that a person or body, through the provision of gifts or donations is attempting to secure favourable treatment from Council.

When deciding whether to accept or decline a gift or donation, consideration should be given to both the value of the gift or donation and also the intent of the gift or donation being offered.

2.1 Acceptable Gifts and Donations

Gifts or donations of a token nature at or below nominal value may generally be accepted by Council officials without disclosing details to a Manager/Supervisor, General Manager or Mayor and without recording the details of the gift or benefit on the Gifts and Donations Declaration Form or Register (Refer Attachments 1 and 2).

That said, Council officials who receive more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period must disclose that fact in the gifts and donations register.

2.2 Token Gifts and Donations

Gifts or donations of a token nature do not create the appearance of a conflict of interest and include:

- Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers;
- Books given to individuals at functions, public occasions or in recognition of exceptional work done;
- Gifts of single bottles of reasonably priced alcohol given to individuals at functions, public occasions or in recognition of exceptional work done;
- Free or subsidised meals of a modest nature and/or beverages provided infrequently (and or reciprocally) that have been arranged for or in connection with the discussion of official business;
- Free meals of a modest nature and or beverages provided to Council officials who formally represent Council at work related events such as training, education sessions and workshops;
- Invitations to approved social functions organised by groups such as Council Committees and community organisations.

2.3 Nominal Value

The nominal value is $50. If a Council official has any doubt if a gift or donation is token or of nominal value they should discuss it with a Manager/Supervisor, General Manager or Mayor.

2.4 Non Acceptable Gifts and Donations

Accepting gifts of money is prohibited.

Council officials should generally not accept gifts or donations that appear to be non-token in nature or more than of a nominal value.

If a gift or donation of a non-token nature or above nominal value is offered and cannot reasonably be refused (as this action may cause embarrassment), the offer and receipt of the gift or donation must be declared via completion of A Gifts and Donations Declaration Form (at attachment 1) and the details must be recorded on the Council Gift Register (at attachment 2).

If a Council official refuses a gift or donation because they believe that the gift was a deliberate attempt to receive "special treatment', then such instances are to be reported to a Manager/Supervisor, the General Manager or Mayor.

2.5 Non Token Gifts and Donations

Gifts or donations of a non-token nature include:

- Free or discounted travel
- Use of holiday homes
- Tickets to major sporting events
- Corporate hospitality at a corporate facility or sporting venue
- Free training excursions
- Access to confidential information
- Discounted products for personal use
- Goods and services provided via a determination in a Will

At times a gift of a non-token nature may be given from one authority to another. Such gifts are often provided to a host authority. These gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the authority and therefore the gift is considered to be for the authority, not a particular individual.

2.6 Significant Value

For the purpose of this policy a gift or benefit with significant value has a value above the specified nominal value limit.

2.7 Actual or Perceived Effect of the Gift or Donation

Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift or donation is prohibited (gift of influence).

Where it is suspected that a gift or donation has been offered for the purpose of influencing the behaviour of someone acting in their official capacity, the gift or donation must be declined and the matter should be reported immediately to the relevant Manager/Supervisor, General Manager or Mayor.

2.8 Bribes

Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to their Manager/Supervisor, General Manager or the Mayor (in the case of Councillors). Council will take steps to report the matter to Police immediately.

Receiving a bribe is an offence under both the common law and the Local Government Act Section 339A of the Local Government Act 1993 (Misuse of Office).

2.9 Family Members – Receiving of Gifts or Donations

Council officials must take all reasonable steps to ensure that immediate family members do not receive gifts or donations of a non-token nature or gifts or donations above the nominal value. Immediate family members include parents, spouses, children and siblings.

2.10 Records – Gifts and Donations Registers

Council officials, who receive more than five token gifts or donations near the nominal value limit from the same person or organisation, (cumulative gift) must disclose that fact on the Gifts and Donations Declaration Form and Register (attachment 1 and 2).

If an official of the Council receives a non-token gift or donation in circumstances where it cannot reasonably be refused or returned, the receipt of the gift or donation should be disclosed and the details recorded on a Gifts and Donations Declaration Form (at attachment 1) and in the Gifts and Donations Register (at attachment 2).

The Register will be available for public inspection.

The content of the Registers will be monitored by the General Manager on a monthly basis.

2.11 Notification Period

A Councillor is to give notice within 14 days of receiving a gift or donation. The notice must be in writing to the General Manager and include:

- The name of the councillor who received the gift or donation.
- The name of the donor (if known)
- The councillor's relationship to the donor (if known)
- The suburb/locality where the donor resides (if known)
- The date on which the gift or donation was received; and
- The estimated monetary value of the gift or donation.
- If the gift or donation is received while the councillor is outside Australia, notice is to be provided within 14 days of returning to Australia.

2.12 Disposal of Gifts

A Manager/Supervisor, General Manager or Mayor will determine whether a gift or donation of a non-token nature should be disposed.

There are options for the disposal of gifts that have been accepted because they could not reasonably be refused, but should not be retained by an individual. Examples of such circumstances where gifts or donations may be received include:

- Gifts accepted for protocol or other reasons, where returning it would be inappropriate;
- Anonymous gifts (received through the mail or left without a return address);
- A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment; or
- A gift or donation of significant value provided to a Council official through a Will, where the relationship between the giver and recipient was essentially a Council related business relationship.

Options for disposal include:

- Surrendering the gift to Council for retention;
- Distributing the gift or donation amongst a selection of Council's officials - where a reasonable person would agree that the allocation was appropriate, (public perception); or
- Donating the gift to an appropriate charity.

3 Breaches of Policy

All Council officials are obliged to comply with this policy and sanctions may be applied if the policy is breached.

Any person may report an alleged breach of this policy by an official of the Glamorgan Spring Bay Council to the General Manager or Mayor as appropriate who shall investigate any report received and take such action as it is considered necessary.

If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

4 Implementation of Policy

Implementation of this Policy rests with the General Manager.

5 Attachments

1. Gifts and Donations Declaration Form
2. Gifts and Donations Register

GSBC GIFTS AND DONATIONS DECLARATION FORM

Council Officials name	
Department/role within organisation	
Date gift offered	
What is the gift?	
What is the dollar value (approximate) of the gift?	
Who is the gift from: Individual (provide name)	
Organisation (provide name)	
Where was the gift offered? (i.e. at a function, over the counter, through the mail, at a meeting.....)?	
Recipients relationship to the donor	
Should the gift or donation be accepted or declined ?	
If the gift was accepted, should it be retained by the employee or organisation?	
If the gift was retained by the organisation should it be disposed of?	
Council Official's signature	
Date	
Name of Responsible Officer (ie Supervisor, General Manager, Mayor)	
Responsible Officer's comments	
Office Use	
Date details recorded on Gifts and Donations Register	
Executive Officer's signature	

GSBC GIFTS AND DONATIONS REGISTER

This register shows reportable gifts and donations that have been offered to and received by Council Officials for the financial year. The register also includes instances where Council Officials have received more than the 5 token gifts or donations of a nominal value from the same person or organisation, in a financial year.

Date gift/donation received	Description of gift or donation	Estimated monetary value of gift/donation	Name of donor/organisation	Name of recipient	Recipients relationship to the donor (if known)	Locality/suburb of donor (if known)	Disposal Yes/No	Name and signature of accountable Council officer

General Manager: …… Register review date: ……

Glamorgan Spring Bay Council

Recognition of Continuous Years of Service –Councillors & Staff

Version 5

Adopted: 28 January 2025
Minute No.:

Document Control

Recognition of Continuous Years of Service Councillors & Staff	
First issued/approved	-
Source of approval/authority	Council
Last reviewed	December 2024
Next review date	As required, but no later than 2028
Version number	5
Responsible Officer	General Manager
Department responsible for policy development	Governance
Publication of policy	Website

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1 Introduction

1.1 Objective

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

1.2 Scope

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

1.3 Definitions

Certificate of Service	means a framed certificate stating period of service.
Other Awards	means any other presentation as determined in the schedule below.
Gift Voucher	means a voucher to the monetary sum listed below from a retail outlet of the employee's choice.

1.4 Policy Review and Update Cycle

This policy is to be reviewed as required but no later than 2028.

1.5 Reporting

Council will be notified of milestones being achieved by staff and councillors.

2 Procedure

2.1 Recognition of Staff Service

Council staff benefit from the range of employment conditions relative to their position which are equivalent to industry expectations in compensation for day-to-day service. In recognition of the cumulative community service delivered in the respective roles over time, and to acknowledge contributions to the team of staff at Glamorgan Spring Bay council some further acknowledgement of service is appropriate from the organisation leadership.

Recognition in the form of a "Letter of Appreciation from the Mayor" and a gift voucher is to be presented by the appropriate representatives, at a time suitable to the employee near the employees anniversary date, to the staff members who have completed:

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

Upon retirement and after 15 years of service, if a staff member is not going on to further work elsewhere, a retiring staff member will be invited to the end of year function and receive a certificate from the Mayor thanking them for the actual period of service to the community.

2.2 Councillor Service

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

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

3 Implementation

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

Glamorgan Spring Bay Council

Personal & Private Information Policy

Version 2.0

Adopted: 26 October 2021
Minute No.: 186/21

Document Control

Policy Name	
First issued/approved	30/08/2018
Source of approval/authority	Council
Last reviewed	September 2024
Next review date	September 2028
Version number	Version 2
Responsible Officer	General Manager
Department responsible for policy development	Governance
Related policies	• GSBC Customer Service Charter Policy • Elected Member Code of Conduct • GSBC Employee Code of Conduct
Publication of policy	Website

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1 Introduction

1.1 Purpose

To ensure that information gathered by Council is protected; and that on the collection of the information, it is kept private.

Council is committed to upholding the right to privacy of all individuals who have interactions with the Council. Council will take the necessary steps to ensure personal information that customers share with Council remains confidential.

1.2 Scope

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.

1.3 Definitions

'Personal Information' means any information or opinion in any recorded format about an individual whose identity is apparent or is reasonably ascertainable from the information or opinion.

'Sensitive Information' means personal information or an opinion relating to personal information about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, beliefs, membership of a professional or trade association, membership of a trade union, preferences or practices, criminal record and health information about an individual.

For the avoidance of doubt both Personal Information and Sensitive Information both constitute confidential information in respect of all other Council policies and procedures.

1.4 Related Policies and Legislation

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

1.5 Policy Review and Update Cycle

This policy is to be reviewed every four years or as required.

2 Procedures

2.1 Collection of Personal Information

2.1.1 Council will only collect Personal Information that is necessary for it to perform its functions.

2.1.2 Council will collect Personal Information about individuals directly from them wherever it is reasonable and practicable to do so.

2.1.3 There may be circumstances where Council is required or obligated by law to collect Personal Information.

2.1.4 Personal Information obtained by Council may include a person's:

(a) name;
(b) address;
(c) telephone number(s);
(d) date of birth;
(e) occupation;
(f) email address;
(g) tax file number or Centrelink reference number (or other similar identification required for State or Australian Government processes);
(h) bank details; or
(i) vehicle registration details.

2.1.5 There are various purposes for the obtaining of Personal Information, which may include:

(a) to provide services, as requested by the individual;
(b) to follow up on complaints or issues;
(c) to confirm attendance at meetings, functions etc.;
(d) where an individual has been included on a mailing or distribution list;
(e) to facilitate the collection of fees and charges;
(f) to facilitate payments; or
(g) to undertake law enforcement activities.

2.1.6 After collecting Personal Information, Council will take all reasonable steps to ensure an individual is made aware of:

(a) Council's identity and how to contact it;
(b) the individual's rights in regards to accessing the Personal Information collected;
(c) the purpose for collecting the Personal Information;
(d) the intended recipients of the Personal Information;
(e) legislation that requires the Personal Information to be collected; and
(f) the consequences, if any, of not providing all or part of that Personal Information.

2.2 Unique Identifiers

2.2.1 Council will not assign unique identifiers to individuals unless the assignment of the identifier is necessary to perform any Council functions.

2.2.2 Council will not adopt a unique identifier for an individual, if the same unique identifier has been assigned to that individual by another Personal Information custodian, unless:

(a) that adoption is necessary for Council to carry out any of its functions efficiently; or
(b) it has obtained the consent of the individual to the use of that same unique identifier.

2.3 Anonymity

Council will, where it is lawful and practicable, give individuals the option of remaining anonymous when entering into transactions with Council.

2.4 Sensitive Information

2.4.1 Sensitive Information will only be obtained where an individual provides consent or it is permitted under the *Personal Information Protection Act* 2004 (Tas).

2.4.2 Sensitive Information will be treated with the upmost security and confidentiality, and only used for the purpose for which it was collected.

2.5 Complaints

2.5.1 Complaints relating to privacy or the provision of Personal Information should be made directly to the General Manager.

2.5.2 In accordance with the provision of the *Personal Information Protection Act* 2004 (Tas) all complaints must be lodged in writing to Council. Council will endeavour to respond to a complaint within twenty (20) business days (i.e. four weeks).

2.5.3 If a Councillor has submitted a written complaint on a person's behalf, Council will also endeavour to respond to the Councillor within twenty (20) business days (i.e. four weeks).

2.5.4 Where it is not possible to meet this deadline, e.g. where a complaint is a complex, the General Manager or delegated Council Officer will endeavour to keep the complainant informed of any progress.

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

2.5.6 If the complainant is not happy with the outcome of the complaint, or the process by which the complaint was handled by Council, the complainant may contact the Ombudsman's Office.

3 Use and Disclosure of Personal Information

3.1 Council will only use or disclose Personal Information about an individual for the purpose for which it was collected, or if it is to be used or disclosed for any other purpose this will be in accordance with the exception described in the Personal Information Protection Principles found in the *Personal Information Protection Act* 2004 (Tas).

3.2 Council will take all necessary measures to prevent unauthorised access to or disclosure of Personal Information.

3.3 Council will only disclose Personal Information to a third party or external organisation, with the express consent of the individual concerned, pursuant to a right to information request made under the *Right to Information Act* 2009 (Tas) or when it is required to by law.

3.4 Any external contractors engaged by Council must agree to be bound by the provisions of the *Personal Information Protection Act* 2004 (Tas) the Personal Information Protection Principles and this Policy.

3.5 Information provided to these contractors is limited to the information required by them to provide services to individuals on behalf of Council.

3.6 Council will disclose Personal Information to other agencies in the course of investigating and defending of legal claims against Council. This includes Council's solicitors, consultants, insurers and investigators.

3.7 Where authorised or required by law, and provided it is consistent with this Policy and the *Personal Information Protection Act* 2004 (Tas), Council may disclose Personal Information to:

(a) debt collection agencies;
(b) Commonwealth of Tasmanian government agencies; and
(c) law enforcement agencies including the Courts, Tasmanian Police or the Federal Police.

4 Disclosure of Personal Information outside Tasmania

Council will transfer Personal Information to a region outside Tasmania only if authorised by law or with the consent of the individual.

5 Data Quality

Council will take all reasonable steps to ensure that the Personal Information it collects, uses, holds or discloses is accurate, complete, up-to-date and relevant to its functions and activities.

6 Data Security

6.1 Council will take all reasonable steps to ensure that Personal Information is stored safely and securely.

6.2 Council will take all reasonable steps to ensure that Personal Information held by it is protected from misuse, loss, and unauthorised modification and disclosure regardless of the format in which the Personal Information is held.

6.3 Personal Information may be stored by Council electronically or in hardcopy.

6.4 Any Personal Information provided to Council, which is no longer necessary for Council's purposes, will be disposed of using secure destruction. However, under the *Archives Act* 1983, some information is required to be kept for specified periods or permanently. Other legislation may also dictate periods of time Personal Information must be retained.

6.5 Personal Information that is required to be stored for a period of time will be stored either on Council premises or at the State Archives Office.

6.6 Council may combine or link Personal Information held about an individual.

6.7 Council officers will only be provided with access to Personal Information that is necessary for them to carry out their functions within Council.

7 Openness, accessing and correcting Personal Information

7.1 An individual has the right to make a written request to access to the Personal Information Council holds about them.

7.2 Requests to access or correct Personal Information held by Council should be addressed to:

The General Manager
Glamorgan Spring Bay Council
PO Box 6
TRIABUNNA TAS 7190

7.3 On request Council will take reasonable steps to advise a person in general terms of:

(a) the sort of Personal Information held by Council about them;
(b) the purposes for which Council holds the Personal Information about them; and
(c) how Council collects, holds, uses and discloses that Personal Information.

7.4 If, upon accessing their Personal Information the individual believes the Personal Information is incorrect, inaccurate, out of date or misleading, the individual can request the information be corrected or amended. Amendments to Personal Information are established under the *Personal Information Protection Act* 2004 (Tas). A request to amend information, in accordance with the *Personal Information Protection Act* 2004 (Tas), must be in writing and addressed to the General Manager (mailing details as listed above).

7.5 The request to amend the Personal Information must specify a postal or email address to which the notice is to be sent; give particulars of the Personal Information the person believes is incomplete, incorrect, out of date or misleading; and specify the amendments that the person wants made to that information.

7.6 A person not satisfied with the handling or outcome of their request to access or correct Personal Information, can lodge a complaint with the Ombudsman.

8 Implementation

Implementation of this Policy rests with the General Manager.

GLAMORGAN SPRING BAY COUNCIL

Glamorgan Spring Bay Council

Stormwater Policy for New Developments

DRAFT

Version 1

Adopted: Dec 2024

Minute No. xxx/xx

Document Control

Stormwater Policy for New Developments	
First Issued/Approved	Oct 2024
Source of Approval/Authority	Council Adoption
Last Reviewed	Nil
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Responsible Officer	Director Works & Infrastructure
Department Responsible for Policy Development	Works & Infrastructure
Publication of Policy	Website

Table of Amendments

No.	Date	Brief Details
-	**Nil**	**Nil**

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1. Introduction

1.1 Purpose

This policy aims 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.

1.2 Scope

- This 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.

1.3 Definitions

The following definitions apply to this policy:

- **Annual Exceedance Probability (AEP):** The chance of a flood of a given size, or larger, occurring in any one year, expressed as a percentage.
- **Council:** Refers to the Glamorgan Spring Bay Council.
- **Council Stormwater System:** A public stormwater system under the Urban Drainage Act 2013.
- **Private Stormwater System:** A private stormwater system under the Urban Drainage Act 2013.

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- **Major Stormwater System:** The part of the drainage system that controls stormwater flows greater than those controlled by the minor drainage system, including overland flow paths, rivulets, and creeks.
- **Minor Stormwater System:** A pipeline system designed to contain nuisance flows, prevent stormwater damage to the properties, and limit surface flows to an agreed level of service.
- **Suitably Qualified Person:** A professional engineer with relevant accreditation or a person with relevant qualifications and experience, demonstrating appropriate professional indemnity and public liability insurance.

1.4 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- Australian Rainfall and Runoff
- Australian Runoff Quality
- Australian Standard AS/NZS3500.3:2015 Plumbing and Drainage
- Building Act 2016
- Conveyancing and Law of Property Act 1884
- Council Climate Change Adaptation Plan 2023
- Council Policies, Plans, Procedures and Guidelines
- Council Risk Management Policy
- Council Stormwater System Management Plan
- Land Use Planning and Approvals Act 1993
- Regional Land Use Strategies
- Road and Jetties Act 1935
- State Policy on Water Quality Management 1997
- Tasmanian Planning Scheme
- Tasmanian State Stormwater Strategy 2010
- Tasmanian Stormwater Policy Guidance and Standards for New Developments
- Urban Drainage Act 2013

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1.5 Policy Review and Update Cycle

This policy is to be reviewed every five years.

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2. Policy

2.1 Policy Statement

This policy provides the framework for Council to:

- Fulfil the requirements of relevant policies, strategies, and Acts in relation to stormwater management.
- Provide developers and designers with clarity on meeting permit requirements and contributing to best practice stormwater management.
- Ensure that buildings, works, subdivisions, and stormwater drainage systems generate stormwater of a quality and quantity that protects natural assets, infrastructure, and property.
- Prevent inundation of development and ensure surface flow paths convey floodwaters within suitable velocity/depth limits.
- Manage pollutant types and/or loadings appropriately to protect natural values, infrastructure, and property.
- Manage the impacts of erosion and sediment on the environment.
- Minimise maintenance requirements of public stormwater systems.

2.2 Policy Requirements

- Stormwater infrastructure must be designed to high standards to minimize the risk of early replacement or upgrade.
- Council is responsible for approving development that meets the requirements of the Planning Scheme and the Land Use Planning and Approvals Act 1993, in line with the State Policy on Water Quality Management 1997.
- Stormwater design in new developments must adhere to industry standard documents, including Australian Rainfall and Runoff, Australian Runoff Quality, and the Tasmanian Stormwater Policy Guidance and Standards for Developments 2021.

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3. Stormwater System Design Requirements

3.1 Major and Minor Drainage Systems

- A new major stormwater system must be designed for the safe conveyance of the 1% AEP event, with an allowance for climate change in accordance with ARR Scenario RCP 8.5 for year 2090 or current industry standards.
- A new minor stormwater system must convey a 5% AEP, reducing to 2% AEP for light and general industrial zones.

3.2 Minimum Finished Floor Levels

- Floor levels must be in accordance with Building Act and Planning Scheme Requirements, typically at least 300mm above the 1% AEP flood event.

3.3 Mitigation of Post-Development Stormwater Flows

- If the downstream stormwater system cannot accommodate proposed developments, Council may require post-development peak site discharge to be moderated to pre-development levels. Controls may include:
    - On-site detention
    - Off-site detention
    - Upgrade or duplication of public stormwater systems

3.4 Stormwater System Design Quality and Quantity

3.4.1 Stormwater Quality Treatment Standards:

- 90% reduction in average annual load of litter/gross pollutants.
- 80% reduction in average annual load of total suspended solids (TSS).
- 45% reduction in average annual load of total phosphorus (TP).
- 45% reduction in average annual load of total nitrogen (TN).

For staged developments:

- Treatment is required for the total development before proceeding with more than 50% of the total development.
- The developer must maintain Water Sensitive Urban Design (WSUD) treatment elements until final subdivision sealing and demonstrate working condition to Council.

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- Stormwater must be disposed of by gravity to the Council stormwater system where possible. If not feasible, on-site disposal, re-use, or pumped systems may be considered, with a report by a Suitably Qualified Person required.
- If stormwater is discharged directly to a watercourse, impacts must be mitigated with adequate capacity energy dissipation.
- For staged development, the timing of interim and final quality treatment is at the discretion of Council.
- Stormwater treatment assets to be transferred to Council must be provided with safe and convenient vehicular access.
- If Council does not desire proposed public water quality treatment systems, a contribution equivalent to the value of the proposed systems may be required.

3.4.2 Stormwater Quantity Management Requirements:

- Exemptions include developments with no increase in impervious area or those discharging to sufficiently capacitated downstream systems.
- Any increase in stormwater runoff must be managed within:
    - Existing public stormwater systems
    - Upgraded public infrastructure
    - On-site detention designed to offset increased runoff

Fraction Impervious Values:

Zone	Fraction Impervious Surface
General Business Zone	1.0
Local Business Zone	0.9
Light Industrial Zone	0.9
Utility Zone	0.9
General Residential Zone – Single Dwelling	0.6
General Residential Zone – Multiple Dwelling	0.75
Low Density Residential Zone	0.5
Community Purpose Zone	0.5
Recreation Zone	0.5
Rural Living Zone	0.1

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Other Zone	0.05

- For developments requiring Onsite Stormwater Detention (OSD), where the additional impervious surface purposed is less than 250m^2, the following standard minimum OSD capacities can be used. Development that results in an additional impervious area of greater than 250m^2 must have OSD designed by a suitably qualified person and approved by the General Manager:

Additional Impervious Surface Proposed	Onsite Detention Required
40m^2 to 65m^2	A minimum if 1.8m^3 (1,800 litres)
65m^2 to 100m^2	A minimum of 2.5m^3 (2,500 litres)
100m^2 to 150m^2	A minimum of 3.0m^3 (3,000 litres)
150m^2 to 200m^2	A minimum of 3.5m^3 (3,500 litres)
200m^2 to 250m^2	A minimum of 4.0m^3 (4,000 litres)
Over 250m^2	Development specific design required

- Maintenance of all On-Site Detention (OSD) systems is the sole responsibility of the property owner or body corporate.
- Where capacity exists in the public stormwater system, any increase in stormwater runoff must be discharged to that system.
- Where capacity does not exist in the public stormwater system, the developer must:
    - Upgrade the public stormwater system to provide capacity; and/or
    - Limit post-development peak flows to pre-development conditions; and/or
    - Contribute to future upgrades by Council.
- Where an increase in stormwater quantity into a public stormwater system will increase a known flood risk, irrespective of capacity, the developer must:
    - Upgrade the public stormwater system to mitigate flood risk; and/or
    - Limit post-development peak flows to pre-development conditions; and/or
    - Contribute to future upgrades by Council.
- The General Manager has discretion to require either an upgrade, detention and/or contribution having regard to capacity of existing or planned infrastructure, the timing of planned infrastructure, flood risk and reasonable opportunities to improve the stormwater network over time.

Soil and Erosion Protection:

- New developments must prepare soil and water management plans to be incorporated into approved and stamped drawings.

Design of Stormwater Systems:

All stormwater systems must be designed by a Suitably Qualified Person in accordance with:

- Australian Rainfall and Runoff (ARR)
- Tasmanian Municipal Standard – Specifications
- Tasmanian Municipal Standard – Drawings
- Tasmanian Subdivision Guidelines
- AS/NZ 3500.3:2003 - Plumbing and Drainage
- Building Code of Australia
- Tasmanian Planning Scheme - Flood-Prone Areas Hazard Code

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4. Lot Connection Design & Disposal

Lot connections and onsite management systems are to a satisfactory and consistent standard and reduce the risk to life and property onsite and downstream of the site.

4.1 Connection to reticulated main

- A maximum of one connection per lot.
- Lot connections must be in accordance with Tasmanian Standard Drawings.
- Stormwater connections must be undertaken by a suitably qualified contractor at the owners' expense.

4.2 Discharge to Road Side Table Drain

In the instance where:

- The drain is less than 300mm deep and/or less than 1200mm wide between the site and the outfall; or
- The drain discharges to or through an area of known flood hazard,

Lot connections to an open drain managed by Council or roadside table drain must include a Concrete Endwall, Wingwall or Equivalent; satisfactory to Council's General Manager.

4.3 On-Site Disposal

- On-site disposal may occur where some or all of the site cannot be drained by gravity to the public stormwater network due to either topography or insufficient capacity in the public stormwater system
- A system design and report from a suitably qualified person must demonstrate that the site is suitable for on-site stormwater disposal and that the system is designed and managed to minimise the risk of failure.
- A system design and report must take into consideration:
    - The soil permeability and depth;
    - Seasonal water table;
    - Rainfall intensity and duration;
    - Inundation risk;
    - Additional stormwater detention;
    - Period of time that the site will be inundated by a 1% and 5% AEP event; and
    - Impact on any on-site wastewater management system.

4.4 Drainage to a natural watercourse or open drain

- For a single equivalent stormwater tenement, direct discharge to a watercourse must include energy dissipation to reduce velocity and minimise erosion or other impacts to the watercourse.
- Suitable energy dissipation include:
  • rip-rap; or
  • bio-retention swales; or
  • headwalls with baffle blocks or equivalent dissipater.
- Direct discharge to a watercourse must include energy dissipation to reduce velocity and minimise erosion or other impacts to the watercourse together with any necessary detention devices determined on a case-by-case basis.

4.5 Pumped Systems

- Pumped systems may be appropriate where they provide a lower level of risk to downstream infrastructure, property or receiving waters relative to other methods of disposal or management.
- Pumped systems must be designed by a suitably qualified person and be designed and maintained to minimise risk of failure and a Form 46 (Schedule of Maintenance – Prescribed Essential Building Services) is to be attached to the Occupancy Permit.
- Discharge needs to be constructed as required under 4.1, 4.2 or 4.4 above.

4.6 Driveway Runoff

- In a serviced area, driveways and uncovered car parking areas exceeding 100m2 per site must drain to one or more grated pits and channels and drained to the lot connection.
- In an un-serviced area, sealed or unsealed driveways and uncovered car parking areas exceeding 100m2 per site must drain to one or more grated pits and channels and connected to the lot stormwater system.

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5. Subdivision Design & Construction

The following requirements are in addition to the Tasmanian Subdivision Guidelines and ensures a satisfactory standard of subdivision design and construction.

- Unless prevented by existing site constraints, any existing or proposed major stormwater system is to be contained within a road reservation, public land or natural waterway.
- A stormwater CCTV conduit inspection and report prepared by a recognised provider is required at the completion of all new rigid underground stormwater infrastructure.
- Any subdivision of five or more lots partly or wholly within a flood-prone area must provide a post-subdivision flood hazard report detailing minimum floor levels or other mitigation measures as appropriate. This report must be provided prior to sealing the final plan for the relevant stage(s).
- A stormwater management report must be provided for any development where there is risk of adverse impacts to neighbouring properties and/or existing infrastructure.
- Minimum pipe diameter for stormwater systems to be taken over by Council shall be 300mm unless agreed by the General Manager.
- The use of rainwater tanks to manage stormwater quantity that exceeds the existing capacity of the public stormwater system is to be avoided wherever practicable given the lack of effective and cost-efficient control over privately owned assets.

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6. Creation of easements for existing stormwater infrastructure

Notwithstanding any statutory easement 1m either side of a stormwater main under section 13(1)(b) of the Urban Drainage Act 2013, and subject to landowner consent,

Council may create a stormwater easement around any pipe, pit, manhole or water sensitive design installation on private property where no easement currently exists and new development is proposed.

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7. Protection of easements

Buildings and structures, including rainwater tanks and exempt or low risk buildings, must not be placed wholly or partly within a drainage easement on title or a statutory easement under section 13(1)(b) of the Urban Drainage Act 2013. For sites constrained by easements, topography or other factors, the General Manager may consent to buildings and structures within an easement subject to a Part 5 Agreement whereby the owner acknowledges that Council has the right to remove any building or structure at the owners' costs and without notice to or approval of the owner. Driveways, sealed parking areas and landscaping is permitted in an easement provided that:

- Vehicular access, such as for a vacuum truck, is maintained to any maintenance hole;
- Any maintenance hole is unobstructed at all times;
- If fill is placed on or near a maintenance hole, the owner obtains approval from the General Manager to increase the height of the chamber such that the maintenance hole lid is at all times equal to or above finished ground level.

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8. Planning Application Submission Documentation

Planning application submission documentation shall include the following:

- All above and below ground features, including overland flow paths and easements
- Topography (1m contours for lots <2000m^2, 5m for larger lots)
- Natural drainage lines, watercourses, and wetlands
- Proposed stormwater connection points and private infrastructure
- Existing and proposed buildings, footpaths, accesses, and car parking
- Detailed design submission requirements must be in accordance with the Tasmanian Subdivision Guidelines as published by the Local Government Association of Tasmania and/or Institute of Public Works Engineering Australasia.

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9. Certification

Before practical completion or sealing of titles for new developments, designers must certify that stormwater systems comply with design and achieve required outcomes.

Contributions for Future Infrastructure:

- Developers may be required to contribute towards future WSUD requirements or system capacity upgrades. Contribution fees will be included in Council's fees and charges schedule.

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10. Implementation

The General Manager is responsible for implementing this policy. The policy will be communicated via:

- Council's website
- New planning and development enquiries
- Internal staff circulation
- Council's social media and local advertising

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Glamorgan Spring Bay Council

Family and Domestic Violence Policy and Procedure

Version 1.0

Adopted:
Minute No.:

Document Control

Family and Domestic Violence Policy and Procedure	
First issued/approved	November 2024
Source of approval/authority	Council
Last reviewed	November 2024
Next review date	
Version number	1.0
Responsible Officer	General Manager
Department responsible for policy development	Governance
Related policies	• Contract of Employment • Code of Conduct • Communications and Social Media • Personal and Private Information • Disciplinary • Fitness for Work • Issue Resolution • Performance Management • Workplace Behaviour • Work Health & Safety Policy • Safeguarding Children & Young People
Related legislation	• *Family Violence Act 2004* • *Relationship Act 2003* • *Work Health and Safety Act 2012; and* • *Work Health and Safety Regulations 2022* • *Fair Work Act 2009*
Publication of policy	Website

If you or someone you know is experiencing family violence, speak up and seek professional help.

For emergency situations that require immediate and urgent assistance call 000.

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1 Introduction

Glamorgan Spring Bay Council (GSBC), has zero tolerance toward disrespectful attitudes, behaviours and violence, including family violence in the workplace.

We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

We recognise that family violence is a workplace issue and that the support an employer provides can also be the difference between an employee staying in an abusive relationship or feeling empowered to address it. Council supports and promotes a Recognise, Respond and Refer approach to managing family violence.

1.1 Purpose

Council is committed to supporting an employee experiencing family violence through a broad range of supports to continue to participate in the workplace and maintain their employment.

Whether there is a threat to the safety of an employee or an allegation is of a criminal nature council will contact the police immediately by an available manager or human resources officer.

1.2 Scope

This Policy applies to all Council workers and representatives including:

- Mayor and Councillors
- All employees, including staff on secondment from another council, trainees, apprentices, interns and work experience students; and
- contractors, consultant, labour hire, volunteers and anyone engaged in work for Council.

1.3 Principles

Council is committed to:

- providing a safe working environment for employees free from violence and abuse and adopting a risk-based approach;
- having a zero tolerance towards disrespectful attitudes and behaviours;
- sustaining a strong values-based culture combined with an organisational commitment to gender equality and preventing family violence;
- recognising that every employee has a role to play in addressing the underlying contributing factors such as gender inequality, sexism, harassment and discrimination in the workplace;
- actively supporting employees experiencing family violence and those affected by family violence; and
- providing support to managers and colleagues of those affected by family violence.

1.4 Definitions[1]

In line with the *Tasmanian family violence act 2004,* family violence occurs where violent conduct is committed directly or indirectly against a person's spouse, partner or ex-partner. Family violence includes a range of violent behaviours (referred to as 'conduct' in legislation) including:

- assault, including but not limited to sexual assault, indecent assault and aggravated assault;
- threats, coercion, intimidation or verbal abuse;
- abduction;
- stalking and bullying (within the meaning of s.192 of the Criminal Code);
- wounding or bodily harm, including grievous bodily harm; and
- an attempt to do any of those things.

Family violence is recognised as more than physical violence and also includes:

- emotional abuse;
- economic abuse;
- intimidation;
- contravening any existing orders relating to family violence; and
- property damage

1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

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

1.6 Policy Review and Update Cycle

This policy is to be reviewed every four years.

[1] For the purposes of this policy the full list of definitions has not been included. A full list can be found within Part 2 – Family Violence Offences, s.7 Family violence, of the *Family Violence Act 2004.*

2 Policy and Procedure

2.1 Employees who are experiencing family violence

Employees who are experiencing family violence are encouraged to reach out to their Manager or HR Business Partner for support. Employees experiencing family violence can request family violence leave which provides up to 10 days paid leave each year (subject to EA conditions).

The leave will not appear within an employee's leave record similarly an employee may access a variety of flexible working arrangements.

This leave is available for the purposes of:

- attending medical/counselling/legal/financial appointments;
- organising safe housing, childcare, or education services;
- maintaining support networks with children, family, and significant others; and
- undertaking other related activities.

Personal information given in relation to family violence will be managed on a need-to-know basis with the employees informed consent. Personal information will only be shared where there are safety and risk concerns for the employee or other staff.

2.2 Employees who are providing support to someone that is experiencing family violence

An employee who is providing support to an immediate family member or household member who is or has been experiencing family violence may also be able to access personal leave.

2.3 Workplace safety plan

Creating a workplace safety plan is a top priority in cases of family violence. A workplace safety plan is a co-created document by an employee and a manager and involves identifying ways to increase the employee's safety.

This may include such actions as:

- offering to have a coworker or supervisor screen calls;
- make sure all records and directories that the public access, do not include their contact information;
- allocating a new phone number;
- blocking the abusers emails from the system;
- providing a well-lit priority parking spot near the building; and
- a security escort to and from vehicles or public transportation.

3 Responding to employees that are perpetrating family violence

As a manager if you recognise an employee is perpetrating family violence it is important to respond in a professional manager, that will allow you to address their behaviour to let them know that is not accepted by the council. Maintaining open and non-judgmental dialogue with the employee will allow you to refer the employee to external services that can assist the employee to change their behaviour.

Employees that are perpetrators of family violence should be encouraged to use leave or altered working arrangements to support them accessing these services.

If the perpetrator of family violence is using resources such as phone, email or computer to perpetrate the violence then their behaviour will be considered a breach of the code of conduct and will result in disciplinary action or termination of employment.

If a perpetrator has committed or is threatening to commit a criminal act the police should be notified, ensure that you contact council's General Manager or HR Business Partner for assistance.

3.1 Perpetrators and victims of family violence working in the same area

If a perpetrator and victim of family violence are working in the same area then the situation will be assessed and managed by senior executive and HR on a case-by-case basis.

4 What are everyone's responsibilities for this policy?

4.1 Employees are responsible for:

- modelling the councils' values and behaviours to sustain a workplace that is free from any form of violence;
- sensitively communicating with any colleague that may disclose a family violence situation; and
- completing any training as determined by the Council.

An employee who is experiencing family violence or who is providing care or support to someone who is experiencing family violence, is encouraged to speak with a supervisor or HR Business Partner to discuss the support options available to them.

4.2 Managers are responsible for:

- the effective implementation of the policy in the workplace including raising awareness, leading by example, participating in training, encouraging employees to participate in training and respecting confidentiality;
- taking prompt and appropriate action to provide support or address any workplace behaviours that are not aligned with this policy; and
- maintain knowledge of the issue of family violence in order to ***Recognise Respond and Refer***.

4.3 Senior leadership team are responsible for:

- providing overall direction and for modelling the values and behaviours to sustain a workplace that is free from any form of violence; and
- sensitively communicating with any colleague that may disclose a family violence situation.

4.4 Human Resources

Are responsible for providing advice and support to employees and managers about the policy and ensuring regular learning opportunities are available, both at induction and as a refresher for employees and managers in relation to family violence.

5 Implementation

Implementation of this Policy rests with the General Manager.

8.4 Request for Event Support - Spoke Festival 2024

Author:	General Manager – Greg Ingham
Responsible Officer:	General Manager – Greg Ingham

ATTACHMENT/S

1. Pages from Draft- Unconfirmed- Ordinary- Council- Meeting- Minutes-23- January-2024 [**8.4.1** - 4 pages]

PURPOSE

For Council to reconsider providing event support to the Swansea Motorcycle Association Ltd for the Spoke Motorcycle Festival.

BACKGROUND/OVERVIEW

As per the 23 January 2024 Ordinary Council Meeting report the Spoke Motorcycle Festival is a unique celebration of everything motorcycle. The upcoming event over three days at Mayfield Estate from 1st to 3rd March 2024 is the festival's second edition following the first festival held in 2022.

Council considered a recommendation to provide $2,500 financial contribution and additional waste management in kind support at the 23 January Meeting. A Motion to defer the matter to the February Ordinary Council Meeting was passed. (See attachment).

Council has not been involved with supporting the Spoke Motorcycle Festival previously.

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

The festival organiser's initial request for assistance was as follows;

- Waste Management
  - Provision, delivery and pick up of empty general waste and recycling bins.

- Financial Contribution
  - $4000 to be used for professional photography and videography to capture and showcase the festival.
  - $3500 for hire of public toilets, accessible toilet and shower block.

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
4. Our Environment

What we plan to do

- Support and facilitate social and community events that promote community health and wellbeing.

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

Council has an allocation of $27,000 for events and programs in the 2023/24 budget. There is sufficient budget available to support the General Managers recommendation in this report.

RISK CONSIDERATION/S

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

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. The Spoke Festival will have a positive economic impact for the area and will showcase much of what our region has to offer.

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.

The event organiser is reliant on the Council waste management assistance, and time doesn't allow for alternative arrangements to be made, so it is recommended that Council assist with the important matter of waste management.

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 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.

The organiser has also been in contact with Eric Woehler, Shorebird ecologist with 40 years field research in Tasmania. Mr Woehlers advice to the event organiser was 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 organisers can implement measure 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 Woehlers has endorsed his comment below (verbatim) to be included in this report:

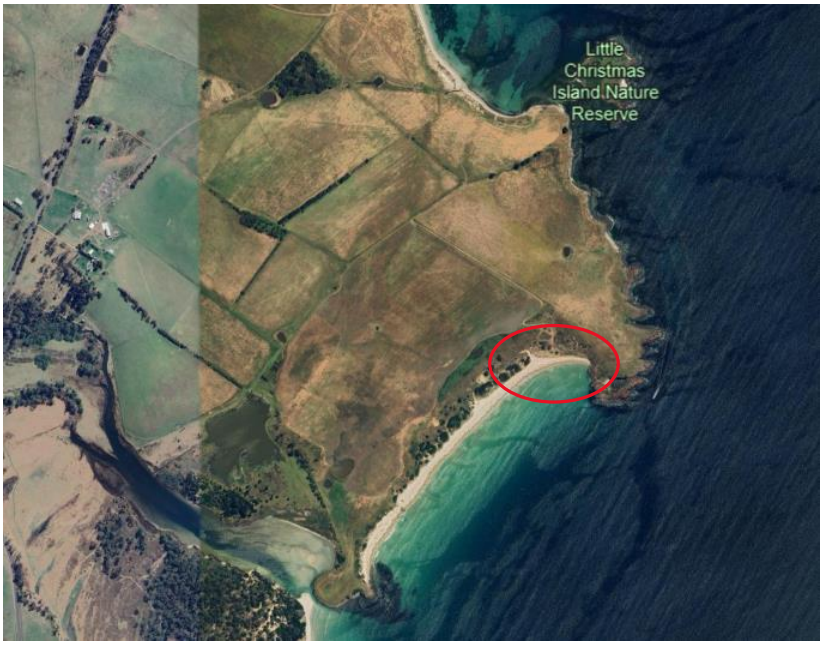
> *"I remain seriously concerned/strongly opposed to the event. This is a known nesting beach for a nationally listed Threatened Species, and the event will promote motorcycle riding on the beach, encouraging attendees to do the same elsewhere. Signage will do nothing to engage attendees in any meaningful 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"*

PWS inform that nearby Little Christmas Island Nature Reserve and the two headlands north and south of the beach in question are known Shearwater and Penguin habitats.

In keeping with Councils Guiding Principles, Council must promote the balance between economic and tourist growth, whilst preserving our lifestyle, celebrating our rich history and protecting the regions unique characteristics.

It is proposed to provide limited support to the event with its present program which contains elements at odds with community priorities.

In summary there is a need to balance the event activities and outcomes with the recognition and protection of our coastline, a coastline identified by the Event Organiser as pristine.



OFFICER'S RECOMMENDATION

That Council approve the supply and removal of 12 bins to assist in waste management for the 2024 Spoke Festival event.

DECISION 39/24

Moved Deputy Mayor Michael Symons, seconded Clr Jenny Woods:

That Council approve event support for the Spoke Motorcycle Festival in the form of $2,000 cash contribution to assist with infrastructure, and in kind support for the supply and removal of 12 red lid rubbish containers and 12 yellow lid recycle rubbish containers.

THE MOTION WAS PUT AND CARRIED 3/2

For: Mayor Cheryl Arnol, Deputy Mayor Michael Symons and Clr Jenny Woods

Against: Clr Rob Churchill and Clr Kenneth Gregson

Point of order - Clr Woods 2.56pm
Point of order - Clr Churchill - new information introduced - 3.07pm

GLAMORGAN SPRING BAY COUNCIL

9 Melbourne Street (PO Box 6)
Triabunna TAS 7190
03 6256 4777
03 6256 4774
admin@freycinet.tas.gov.au
www.gsbc.tas.gov.au

EVENT SUPPORT GRANT APPLICATION

EVENT SUPPORT ASSISTANCE GUIDELINES

ELIGIBLE EVENTS:

The Council will consider requests for assistance by community, sporting and non-profit organisations holding major festivals, events or promotions in the Glamorgan Spring Bay.

Major festivals and events are defined as significant events that are the only one of their kind in the Glamorgan Spring Bay in any one year and attract significant numbers of people to the event (generally in excess of 500) and/or attract significant media coverage for the Glamorgan Spring Bay.

ELIGIBLE ORGANISATIONS:

Any community group, organisation or club that is legally incorporated or operating under the auspices of an incorporated body. The organisation must hold and produce evidence of public liability cover for the event.

ELIGIBLE ASSISTANCE:

In-kind support includes provision of such items as wheelie-bins, barricades, delivery and collection of bins, erection of barricades and advertising of street closures (if a council road and it has been approved by Council). The cost to the Council of any in-kind assistance approved will be calculated and costed against the application.

PRIORITIES:

The funding available is limited. Priority will be given to events that:

- Have a significant benefit for a wide range of Glamorgan Spring Bay residents and businesses.
- Are unique within the Glamorgan Spring Bay
- If profit making, put the funds back into the community, preferably through community projects that will benefit a wide cross-section of the community.

Event Support Grant Application

Please make sure you answer all Sections of this form.

APPLICANTS DETAILS			
Contact Person Name:	Brett Withington		
Position in organisation:	Director		
Postal Address:	45 Benwerrin Crescent, Norwood, Tasmania, 7250		
Phone:		Mobile:	0418 777 045
Email:	brett@spokemcfestival.com.au		

ORGANISATION DETAILS	
Name of group or organisation running the event:	Swansea Motorcycle Association Ltd (TA Spoke Motorcycle Festival)
Address:	45 Benwerrin Crescent, Norwood, Tasmania, 7250
Website:	www.spokemcfestival.com.au
ABN:	64 655 640 805
Incorporation number:	655 640 805
Legal Status (Please tick which one applies to your group):	
■ Not-for-profit or incorporated association. ☐ Registered business hosting a fundraising event where proceeds are donated to charity. ☐ Registered business hosting a profited event.	

EVENT DETAILS			
Event name:	Spoke Motorcycle Festival		
Event description:	3 day family friendly festival including racing, novelty events, music, food and wine.		
Event date(s):	28 Feb - 2 Mar 2025	Time(s):	11am 28 Feb to 5pm 2 Mar
Set up date(s):	21 Feb - 27 Feb 2025	Close down date(s):	3 Mar - 9 Mar 2025
Event held previously:	■ Yes ☐ No	Total no. of people expected to attend at any one time:	1200
Entry costs:	Free entry: ■	Voluntary donation: ☐	Admission fees: $0 - 190

EVENT VENUE	
Venue Name:	Mayfield Estate
Venue Address:	100 Mayfield Jetty Road, Little Swanport
Has permission been obtained from the venue:	Yes ☒ No ☐ Owner / Manager / Committee of Management
Permission to use venue:	☒ Yes ☐ No
Will the event be held on Council or private land?	☐ Council Land ☒ Private Land

Event description:
(Please provide dot points including what you are going to do, the need for the event and why it is of value, any event partners, any further details about location etc.)

- Various motorcycle races
- Non Racing U18 Rides
- Novelty events
- Kids balance kid race
- Kids activities
- Food, beer and wine available
- Motorcycle stall holders
- The event was designed to give people a place of connection. It's called Spoke for the obvious, the Spoke of the motorcycle wheel, but also for the spoke'n word. Conversations had between two new or old friends about adventures had or a past bike owned. Spoke has always been about mental health and community. It fills a huge gap in the market of non-competitive, fun racing, a place where anyone can come and try racing a motorcycle in a safe, family friendly environment. Spoke brings people from all over the country and the world to the pristine property of Mayfield Estate.
- Partners include: Events Tasmania, Motorcycling Tasmania, Mayfield Estate, Shaw Contracting, Think Big Printing, Tassie Vehicle Dealers, House of Motorcycles, Spreyton Cider, Red Barron Drone Images and more.

INSURANCE	
Do you hold insurance for this event?	☒ Yes ☐ No
Please outline the insurance type and value involved: *(Attach Certificate of Currency with your application)*	
The event is insured through Motorcycling Australia for $20M.	

TEMPORARY ROAD CLOSURES *(if applicable)*	
Will the event require road closure? *(Attach Traffic Management Plan)*	☐ Yes ☒ No
Which road(s) will be closed for the event?	
Time of road closures:	

BENEFITS OF THE EVENT TO GLAMORGAN SPRING BAY		
Please tick or highlight any of the following areas that are relevant to your event:		
☒ Community Participation	☐ Environment	☒ Sport & Recreation
☒ Community Education	☒ Tourism & Events	☒ Heritage & History
☒ Health & Safety	☐ Multi-Cultural	☒ Arts & Culture

What will Glamorgan Spring Bay residents gain from this event?

24% of attendees are from the Glamorgan Spring Bay municipality. We are offered an amazing amount of support from local volunteers who are very grateful for having such a high quality event in their backyard. This world class event provides a safe, friendly community for residents to attend whether they want to race or just spectate.

What will Glamorgan Spring Bay businesses gain from this event?

Spoke brings attendees from all over Australia and international guests staying an average of 14.5 nights in Tasmania. GSBC business benefit through accommodation and food and supplies as many choose not to stay in the on-site camping provided at Spoke. In the words of East Coast Tourism, "...this will put us on the map." The event showcases the amazing East Coast of Tasmania through the media assets captured at the event and displays on social media channels and website throughout the year.

Briefly explain how you plan to acknowledge Council's contribution / assistance to the event.

Previously we have displayed the Council's logo on our site signage with other sponsors of the event. We can add the council to our Partner page on the Spoke Motorcycle Festival webiste and acknowledge them on our social media platforms.

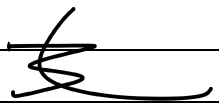
REQUEST FOR FUNDING	
Please confirm the dollar amount you are applying for from Council (per year).	$ 2,000

Please outline the amount of funds, if any, you are requesting from Council, and the purpose to which the funds will be applied: *Please provide quotations with your application*

The funds will assist in;
- delivery and removal of general waste and recycling skip bins.
- delivery and storage of on-site drinking water.
- site safety signage.

Are you prepared to accept partial funding? *(Council's grants are highly competitive and Council may offer less than the amount you request.)*	☒ Yes ☐ No

IN-KIND SUPPORT *In-kind support (Council contribution) is where Council waives or reduces our fees including permit fees, Council venue or site hire, and bin hire.*		
Are you requesting in-kind support from Council?	☒ Yes	☐ No
What in-kind support would you like?		
☒ Wheelie bin hire	☐ Venue/Site hire waiver	
☐ Permit fees waiver	☐ Power	
Other: _____		

CERTIFICATION / DECLARATION	
This declaration must be signed by a person authorised to sign on behalf of the organisation. • I certify to the best of my knowledge that the information given on this form is complete and correct. • I understand that approval of the grant is subject to mutual agreement between Glamorgan Spring Bay Council and the applicant. • I understand that if Glamorgan Spring Bay Council approves a grant, I will be required to accept the conditions of the grant in accordance with Glamorgan Spring Bay Council requirements. • I understand that Glamorgan Spring Bay Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards. • I agree that if funded, funds will be used only for the event described on this application. • I consent to the release of event information in this application for promotional and evaluation purposes relevant to Glamorgan Spring Bay Council. • I will seek permission from the group before submitting photographs for use by Glamorgan Spring Bay Council. The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.	
Name:	Brett Withington
Signature:	
Position in organisation:	Director (Swansea MC Assoc.) Founder & Creative Director (Spoke MC Festival)
Please return this application to: community@freycinet.tas.gov.au *Please Note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts, photographs and providing the opportunity for Community Services staff to attend the funded event.*	

FINAL CHECK LIST	
Action	**Completed**
Completed all sections of the application form	☒ Yes ☐ No
Signed the application form	☒ Yes ☐ No
Attached copies of any required documentation	☒ Yes ☐ No
Attached copies of supporting quotes	☐ Yes ☒ No