

Ordinary Council Meeting - 28 May 2024 Attachments

5.1 FINANCIAL REPORTS FOR APRIL 2024.....	2
5.1.1 Group Financial Statements 2024-04.....	2
5.1.2 Capital Works Projects 2024-04.....	5
7.2 DIRECTOR PLANNING AND DEVELOPMENT - ALEX WOODWARD.....	7
7.2.1 Attachment 1 Report of Representaitons Received May 2024.....	7
7.2.2 Attachment 2 Planning Appeals March May.....	8
8.1 2024/25 FEES AND CHARGES.....	9
8.1.1 DRAFT Fees & Charges 2024 25.....	9
8.2 2024/25 COMMUNITY SURVEY OUTCOME.....	18
8.2.1 Community Survey 2024-2025 Summary Report.....	18
8.4 REVIEW OF COUNCILLOR ALLOWANCES & EXPENSES POLICY.....	35
8.4.1 Councillor Allowances and Expense Reimbursement Policy - Review May 2024.....	35

Profit and Loss
Glamorgan Spring Bay Council
For the 10 months ended 30 April 2024

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	13,044,274	12,954,680	89,594	1%	12,954,680	
Statutory Charges	565,151	560,830	4,321	1%	691,962	
User Charges	867,741	885,816	(18,075)	-2%	980,956	
Grants	672,361	878,853	(206,492)	-23%	2,430,702	1
Interest & Investment Revenue	679,331	405,900	273,431	67%	611,200	2
Contributions	707,359	154,170	553,189	359%	185,004	3
Other Revenue	1,191,448	1,377,780	(186,332)	-14%	1,825,339	4
Total Trading Income	17,727,664	17,218,029	509,635	3%	19,679,843	
Gross Profit	17,727,664	17,218,029	509,635	3%	19,679,843	
Capital Grants						
Grants Commonwealth Capital - Other	851,149	1,050,721	(199,572)	-19%	1,050,721	5
Grants Commonwealth Capital - Roads to Recovery	31,510	31,510	0	0%	31,510	
Grants State Capital - Other	49,366	486,866	(437,500)	-90%	486,866	6
Total Capital Grants	932,025	1,569,097	(637,072)	-41%	1,569,097	
Other Income						
Net Gain (Loss) on Disposal of Assets	162,231	0	162,231	0%	0	
Total Other Income	162,231	0	162,231	0%	0	
Operating Expenses						
Employee Costs	4,141,046	4,782,696	(641,650)	-13%	5,703,604	7
Materials & Services	6,096,591	6,822,531	(725,940)	-11%	8,038,110	8
Depreciation	2,926,533	2,860,405	66,128	2%	3,430,537	
Interest	134,788	163,839	(29,051)	-18%	189,543	
Other Expenses	156,332	190,070	(33,738)	-18%	219,284	
Total Operating Expenses	13,455,290	14,819,541	(1,364,251)	-9%	17,581,078	
Net Profit	4,272,375	2,398,488	1,873,887	78%	2,098,765	
Total Comprehensive Result (incl Capital Income)	5,366,631	3,967,585	1,399,046	35%	3,667,862	

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

- 1. Accreditation funding \$27k expected in 2022-23, received in July. Black Summer grant funds of \$307k not yet received.
- 2. Higher than expected interest income due to increasing interest rates.
- 3. Contributions: higher than budget Public Open space \$411k and Subdivision \$169k, lower than budget Stormwater \$28k
- 4. Lower than the budgeted amount for medical income \$437k due to transfer to medical contractor.
- 5. Local Roads & Community Infrastructure Grant round 4 funding yet to receive.
- 6. Funds not received from Emergency Management funds for stormwater damage of \$187k and Tas Community Fund for Coles Bay Annex \$250k
- 7. Staff vacancies creating shortfall in staff capacity/availability.

Statement of Financial Position

Glamorgan Spring Bay Council

As at 30 April 2024

Account	30 Apr 2024	30 Jun 2023
Assets		
Current Assets		
Cash & Cash Equivalents	8,994,529	7,378,375
Trade & Other Receivables	1,799,674	1,197,729
Other Assets	23,375	29,750
Total Current Assets	10,817,578	8,605,854
Non-current Assets		
Investment in Water Corporation	32,180,959	32,180,959
Property, Infrastructure, Plant & Equipment	167,065,110	169,937,559
Total Non-current Assets	199,246,069	202,118,518
Total Assets	210,063,647	210,724,372
Liabilities		
Current Liabilities		
Trade & Other Payables	1,365,250	468,081
Trust Funds & Deposits	374,402	406,067
Provisions	795,335	795,335
Contract Liabilities	0	788,036
Interest bearing Loans & Borrowings	361,307	2,077,666
Total Current Liabilities	2,896,293	4,535,184
Non-current Liabilities		
Provisions	103,327	103,327
Interest Bearing Loans & Borrowings	5,509,214	5,509,214
Total Non-current Liabilities	5,612,541	5,612,541
Total Liabilities	8,508,834	10,147,725
Net Assets	201,554,813	200,576,647
Equity		
Current Year Earnings	978,166	5,254,545
Retained Earnings	95,159,410	89,904,865
Equity - Asset Revaluation Reserve	104,218,014	104,218,014
Equity - Restricted Reserves	1,199,222	1,199,222
Total Equity	201,554,813	200,576,647

Statement of Cash Flows

Glamorgan Spring Bay Council

For the 10 months ended 30 April 2024

Account	YTD Actual	2022/23 Actual
Operating Activities		
Receipts from customers	15,994,027	16,403,161
Payments to suppliers and employees	(10,478,351)	(14,562,130)
Receipts from operating grants	111,002	2,264,209
Cash receipts from other operating activities	822,655	726,177
Net Cash Flows from Operating Activities	6,449,333	4,831,417
Investing Activities		
Proceeds from sale of property, plant and equipment	140,201	536,896
Payment for property, plant and equipment	(4,322,307)	(3,135,595)
Receipts from capital grants	1,110,976	1,125,695
Other cash items from investing activities	(14,025)	(879,141)
Net Cash Flows from Investing Activities	(3,085,155)	(2,352,145)
Financing Activities		
Trust funds & deposits	(46,665)	(9,909)
Proceeds from/ repayment of long term loans	(177,192)	(219,084)
Other cash items from financing activities	(1,524,167)	860,375
Net Cash Flows from Financing Activities	(1,748,023)	631,381
Net Cash Flows	1,616,154	3,110,653
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	7,299,006	4,188,352
Cash and cash equivalents at end of period	8,915,160	7,299,006
Net change in cash for period	1,616,154	3,110,653

Capital Works Detail
Glamorgan Spring Bay Council
For the period 1 July 2023 to 30 April 2024

	Cost YTD	% cost spent	Status	Carry Fwd Last Year	Renewal Works	New Works	Adj Budget 2023/24	Original Budget 2023/24	Council Funded	External Funded	External Funding Source	Details
Roads, Footpaths, Kerbs												
Road accessibility (Black Summer)	-	0%	In progress	60,000			60,000	60,000		60,000	Black summer bushfire recovery	
Wielangta Road Corner Stabilisation	520,740	101%	Completed	100,000	207,730	207,730	515,460	100,000	128,865	386,595	Emergency management fund	
Swansea Main Street Paving	97,097	49%	In progress	200,000			200,000	200,000	76,500	123,500	Community Development Grant Cwth	
Sand River Road Buckland Resheet Program	48,606	122%	Completed	40,000			40,000	40,000	-	40,000	Defence Contribution	
Resheet Program	65,318	65%	In progress		100,000		100,000	150,000	100,000			
Reseal Program	550,076	88%	Completed		628,300		628,300	628,300	596,790	31,510	Roads to Recovery	
Pavement renewal Program	365,000	100%	Completed		365,000		365,000	365,000	133,644	231,356	Community Development Grant Cwth	
Rheban Road Reinstatement	413,776	103%	Completed		151,000	250,000	401,000	401,000		401,000	Community Development Grant Cwth	
Footpath and disability compliance renewal	53,711	36%	In progress		150,000		150,000	150,000	150,000			
Kerb & Channel Renewal	98,814	99%	In progress		100,000		100,000	100,000	100,000			
Storm Damage Projects 2022	89,949	36%	In progress		125,000	125,000	250,000	250,000	62,500	187,500	Emergency management fund	
Design 2023-24	21,914	73%	In progress		30,000		30,000	30,000	30,000			
Contingency	-		Not started		-		-	40,000	-			
Total Roads, Footpaths, Kerbs	2,325,001	82%	-	400,000	1,857,030	582,730	2,839,760	2,514,300	1,378,299	1,461,461		
Bridges, Culverts												
Bridge - 17 Acre Creek Bridge Wielangta Rd	-	0%	Not Started				-	400,000			Bridge renewal program	Subject to grant approval
Bridge - 24 Ferndale Rd	-	0%	Not Started				-	150,000			Bridge renewal program	Subject to grant approval
Bridge - 47 Griffiths Rivulet Wielangta Rd	-	0%	Not Started				-	51,000			Bridge renewal program	Subject to grant approval
Rosedale Rd 30% deck renewal	-	0%	Not started		100,000		100,000	90,000	100,000		Bridge renewal program	Subject to grant approval
Total Bridges, Culverts	-	0%	-	-	100,000	-	100,000	691,000	100,000	-		
Parks, Reserves, Walking Tracks, Cemeteries												
Bicheno Triangle	7,700	2%	In progress	500,000			500,000	500,000		500,000	Community Development Grant Cwth	
Bicheno Gulch	601,610	46%	In progress	1,300,000			1,300,000	1,300,000		1,300,000	Community Development Grant Cwth	
Coles Bay Foreshore	550,992	92%	In progress	600,000			600,000	600,000		600,000	Community Development Grant Cwth	
Playground Renewals	4,174	21%	Inprogress		20,000		20,000	115,507	20,000			
Walking/Cycling strategy	-	0%	Not started			20,000	20,000	20,000		20,000	Department of Health	
Walking bridge Bicheno (timber)	25,856	105%	Completed	24,571			24,571		24,571			
POS Bicheno Skate Park	37,632	0%	Completed				-	-				Council approved Jul 2023
WTS Land Acquisition	310,474	96%	Completed			325,000	325,000	-	325,000			funded from POS contribution.
Total Parks, Reserves, Walking Tracks, Cemeteries	1,538,438	55%	-	2,424,571	20,000	345,000	2,789,571	2,535,507	369,571	2,420,000		
Stormwater & Drainage												
Pit and Pipe infill works	1,127	2%	In progress	60,000			60,000	60,000	60,000			
49 Rheban Rd design to West Shelley Bch												
Nautilus Detention Basin	-	0%	In progress	35,000			35,000	35,000	35,000			
Holkham Court	28,442	71%	In progress	40,000			40,000	40,000	40,000			
Pit and Pipe Renewal Program	69,441	77%	In progress		90,000		90,000	150,000	90,000			
System Upgrade	-		Not started				-	40,237				
Total Stormwater & Drainage	99,010	44%	-	135,000	90,000	-	225,000	325,237	225,000	-		
Building												
Heli-pad Swansea Emergency Services	3,755	4%	In progress	107,000			107,000	107,000		107,000	Black summer bushfire recovery	
Triabunna Depot kitchen bathroom	-	0%	In progress	15,000			15,000	15,000		15,000	Black summer bushfire recovery	
Coles Bay Hall Annexe											Community Infrastructure Round 3 &	
	6,868	1%	In progress		300,000	300,000	600,000	430,000	170,000	430,000	Tasmania Community Fund	
Spring Beach Toilet Refurbishment	37,439	94%	In progress	39,635			39,635	-		39,635	Community Infrastructure Round 3	
Public Amenities	-	0%	Not started		100,000		100,000	100,000	100,000			
Triabunna Depot	13,059	20%	In progress		65,000		65,000	65,000	65,000			
Total Building	61,121	7%	-	161,635	465,000	300,000	926,635	717,000	335,000	591,635		

Capital Works Detail
Glamorgan Spring Bay Council
For the period 1 July 2023 to 30 April 2024

	Cost YTD	% cost spent	Status	Carry Fwd Last Year	Renewal Works	New Works	Adj Budget 2023/24	Original Budget 2023/24	Council Funded	External Funded	External Funding Source	Details
Marine Infrastructure												
Saltworks Toilet	-	0%	In progress	100,000			100,000	100,000		100,000	Community Infrastructure Round 3	
Saltworks Boat Ramp Upgrade	-	0%	In progress	99,123			99,123	99,123		99,123	State Grant MAST	
Triabunna Marina Car Park Upgrade	-	0%	Not started		25,000		25,000	25,000	25,000			
Total Marine Infrastructure	-	0%	-	199,123	25,000	-	224,123	224,123	25,000	199,123		
Sewerage												
Swanwick Waste Water Driveway Seal	1,725	17%	Completed			10,000	10,000	-	10,000			
Total Sewerage	1,725	17%	-	-	-	10,000	10,000	-	10,000	-		
Plant Equipment & Other												
IT Computer Equipment	24,332	243%	Completed		10,000		10,000	10,000	10,000			
Municipal Property Valuations	14,025	0%	In progress									Cost expected in 2024/25. To be depreciated over 6 yrs.
Replace Kitchen Forcet Equipment	2,163	22%	In progress		10,000		10,000	10,000	10,000			
Replace F90LR BT-50 crew cab Swansea crew	44,878	100%	Completed		45,000		45,000	45,000	45,000			
Replace MUX I62BW Planner	35,802	80%	Completed		45,000		45,000	45,000	45,000			
Replace H96LS BT50 dual cab Swansea Lead	43,592	97%	Completed		45,000		45,000	45,000	45,000			Changed H92ME to H96LS
Replace Backhoe Bicheno 4x4 JCB DH9566	155,357	97%	Completed		160,000		160,000	160,000	160,000			
Replacement Kubota Rear Discharge Mower	26,750	99%	Completed		27,000		27,000	-	27,000			
Replace John Deere Zero Turn Mower	16,273	100%	Completed				16,273	-	-			Funded by sale of trailer & mower without rollcage \$18k
Sale of trailer & mower without rollcage	-	16,273			-	-	16,273	-	-			
Total Plant & Equipment	346,898	101%	-	-	342,000	-	342,000	315,000	342,000	-		
Total Capital Works	4,372,193	60%		3,320,329	2,899,030	1,237,730	7,457,089	7,322,167	2,784,870	4,672,219		

Application Number	Applicant name	Address	Application details	Representations received (N/A for Permitted)	Summary of representation.	Officers consideration of representation	Approval date
DA2024/2	Trustees of The Diocese of Tasmania	1 Franklin St, Triabunna	Extension to church and conversion of rectory to communal use	1	1 Heritage Council exemption certificate only relates to access ramp not the proposed additions. 2 Major changes to the aesthetics of the church building. 3 The carpark could be used for access to the proposed subdivision and 36 dwellings.	1 The application was referred to Heritage Tasmania who provided advice. 2 Addressed by Heritage Tasmania. 3 The subdivision proposal and 36 dwellings is not a consideration for this proposal.	08/04/2024
DA2023/188	Michael Hallett	Lot 1 Tasman Hwy, Buckland	Dwelling	1	Concerned that use would be for commercial and may impact on nearby grazing property	Use is residential not commercial	03/04/2024

As of 17 May 2024

Planning Appeals	Address	Proposal	Council Decision	Appellant	Progress
DA2023/000 55	1100 Coles Bay Road, Dolphin Sands	8 x visitor accommodation, café/cellar door and dwelling	Refused	Applicant	Approved by TASCAT subject to final determination of conditions

Resolved between March 2024 - May 2024

Resolved Appeals	Address	Proposal	Council Decision	Appellant	Appeal Outcome	Date Resolved



**GLAMORGAN
SPRING BAY
COUNCIL**

FEEs AND CHARGES REGISTER

2024/2025

**Adopted:
Minute No.**

CONTENTS

ADMINISTRATIVE FEES	3
MARINE INFRASTRUCTURE FEES	3
WASTE MANAGEMENT TRANSFER STATION FEES	3
CEMETERY FEES	4
PLANNING AND DEVELOPMENT FEES	4
BUILDING FEES	6
PLUMBING FEES	7
ENVIRONMENTAL HEALTH	8
DOG MANAGEMENT FEES	9

ADMINISTRATIVE FEES

Type	Unit	2024-2025
Photocopying - Black and White A4	per page	\$0.15
Photocopying - Black and White A3	per page	\$0.41
Photocopying – Colour A4	per page	\$0.62
Photocopying – Colour A3	per page	\$1.39
Search and copy of permit and plans	per application	\$59
Road Closure Fee	Fee + cost of advertisement	\$136 + cost of advertisement

MARINE INFRASTRUCTURE FEES

Type	Unit	2024-2025
Marina Berth - Private use Fixed Jetty	per year	\$4,603
Marina Berth- Private use Floating Pontoon	per year	\$5,769
Marina Berth - Commercial Tour Floating Pontoon (Single phase)	per year	\$5,769
Marina Berth - Commercial Fishing Floating Pontoon (Three phase)	per year	\$6,076
Marina Berth – Eco Berth	per year	\$1,412
Marina Berth floating or fixed – Casual Rate (Daily)	per day	\$50
	per week	\$185
	per month	\$589
Marina Berth - Eco - Casual Hire	per day	\$27
	per week	\$71
	per month	\$212
Fisherman's Wharf Fee < 18m length	Annual	\$1,694
Fisherman's Wharf Fee boats >18m length	Annual	\$2,541
Fisherman's Wharf – Casual Rate	per day	\$50
	per week	\$185
	per month	\$614
Fisherman's Wharf – Unloading Fee	each	\$74
Fisherman's Wharf – Cleaning Fee (When required)	each	\$98
Use of Three Phase Power - Per connection	up to 24 hours	\$38
Maintenance work on vessels at wharf	per day	\$98
	per week	\$614

WASTE MANAGEMENT TRANSFER STATION FEES

Type	Unit	2024-2025
General waste (min \$5)	per cubic meter	\$30
Compactor Vehicle	per cubic meter	\$43
Recyclable materials	-	no charge
Metals / Oils / Batteries	-	no charge
Mattresses	Per unit	\$26

Greenwaste:		
Car boot load	each load	\$7
Utility tub tray / flat tray	each load	\$12
Trailer single axle (no cage)	each load	\$12
Trailer single axle (with cage)	each load	\$18
Trailer double axle (no cage)	each load	\$18
Trailer double axle (with cage)	each load	\$28
Loads larger than above	per cubic meter	\$10
Tyre disposal:		
Car	per tyre	\$18
Small truck/4WD	per tyre	\$21
Large truck	per tyre	\$28

CEMETERY FEES

Type	Unit	2024-2025
Plot Reservation Certificates – Right of Burial for 25 years	each	\$341
Niche Wall Allocation	each	\$268
Old / Lawn Section burials	each	\$1,172
Re-open Fee (Old / Lawn section)	each	\$958
Burials outside working hours (additional charge)	each	\$583

PLANNING AND DEVELOPMENT FEES

Type	Unit	2024-2025
Basic Fee	Each	\$155
Base Application Fee (Required for to all applications) Value of Works	\$0 - \$100,000	\$166
	\$100,001 - \$499,999	\$827
	\$500,000 - \$999,999	\$1,544
	\$1,000,000+	\$1,855
Scaled Assessment Fee (Applicable to All Applications)		
For every \$1,000 value of work where value of work is	>\$25,000	\$1.80
Discretionary Assessment Fee		
For all discretionary applications	each	\$202
Subdivision Assessment Fee		
Minor boundary adjustment	each	\$179
Base fee	each	\$871
New lot assessment fee (per lot)	each	\$73
Public Notification Fee		
For all discretionary applications	each	\$497
For planning scheme amendment & level 2 activities	each	\$1,297

Minor Amendment Fee		
Permitted Application	each	\$155
Discretionary Application	each	\$309
Planning Scheme Amendment (Note: Application assessment fees & TPC fee also payable in addition)		
Assessment Fee	each	\$15,901
Extensions of time		
Extension of 2-year substantial commencement	each	\$153
Developer Contribution Fee		
Cash in lieu of car parking	each	Per Policy = (cost of land + construction cost) x 0.5
Part 5 Agreements		
Execution of Part 5 Agreement	each	\$532
Or if required by Planning Permit	each	\$355
Region Land Use Strategy		
Request to amend Regional Land Use Strategy	each	\$3,240
Specialist Assessment of DA Required		
EIA or specialist study to be assessed by suitably qualified person not contained within Council (e.g. archaeologist). Actual amount charged shall be paid by applicant in addition to applicable fee.	each	Cost of the peer review study + 15% administration fee
Development Engineering		
Plan assessment & inspection	each	1% of certified value of work, minimum \$500
Re-inspection fee		\$212
Review of updated drawings fee	per set	\$277
Permit fee - conduct an activity or any work within a council road/street	each (Domestic)	\$139
	each (Commercial)	\$194
Stormwater connection and inspection fee	each (Kerb or pit connection)	\$1,213
	each (Drain)	\$277
Infrastructure protection bond (Protection of existing footpaths, kerbs etc)	each	POA
Contribution fee for WSUD (per lot)	each	\$1,985
Strata Title Act 1998		
Strata scheme assessment	per lot	\$513 plus \$68 per lot
All other Strata Title Act 1998 applications		\$355

<i>Petitions to Amend Sealed Plan</i>		
With written support of all interested parties	each	\$379
Without written support of all interested parties	each	\$733
Hearing fee	each	\$615
<i>Miscellaneous Fee for LUPAA or LGBMP applications</i>		
Miscellaneous		\$261
<i>For Retrospective Approval</i>		
For all retrospective applications	each	Plus 50% of the applicable fee

BUILDING FEES

Type	Additional Information	Unit	2024-2025
Building Works under \$19,999 - Class 1, 10, 1 & 10	Application for a Building Permit, Demolition Permit, Permit of Substantial Compliance and Certificate of Completion for all classes.	per application	\$331
Building Works \$20,000 and over for Class 1, 10, 1 & 10	Application, assessment and completion certificate for a Building Permit, Demolition Permit and Permit of Substantial Compliance for the following classes:		
	• Class 1 / Classes (1 and 10)	per application	\$508
	• Class 10	per application	\$322
	• Multi-Unit Development (2 or more separate units)	per application	\$508
Building Permit (Class 2-9)	Application for a Building Permit, Demolition Permit, Permit of Substantial Compliance and Certificate of Completion.	per application	\$625
Staged Building Permit	Each subsequent stage (1st stage normal fees apply)	Each subsequent stage	\$258
Notifiable Building Works	Lodgment, assessment, associated correspondence and record keeping.	per application	\$331
Amended drawings		each drawing	\$194
Extension to building permit		per application	\$130
Building Certificate		per application	\$579
Temporary Occupancy Permit Admin Fee		each permit	\$77
Minor works notification form		per application	\$76
For all retrospective applications		each	Plus 50% of the applicable fee

PLUMBING FEES

Type	Additional Information	Unit	2024-2025
Plumbing - Building Works under \$19,999 - All classes	Application for Certificate of Likely Compliance - Notice of Work, Application for Permit - Plumbing Work, assessment, and Certificate of Completion for all classes. Also includes additions, alterations, and amendments	per application	\$380
Plumbing - Building Works \$20,000 and over (Classes 1, 10 and multi-unit development)	Class 10 - Application for Certificate of Likely Compliance - Notice of Work, Application for Permit - Plumbing Work, assessment, and Certificate of Completion for all classes. Also includes additions, alterations, and amendments.	per application	\$534
	Class 1 or Classes 1 and 10 - Application for Certificate of Likely Compliance - Notice of Work, Application for Permit - Plumbing Work, assessment, and Certificate of Completion for all classes. Also includes additions, alterations, and amendments	per application	\$971
	Class 1 or Classes 1 and 10 with an Onsite Wastewater Management System - Application for Certificate of Likely Compliance - Notice of Work, Application for Permit - Plumbing Work, assessment, and Certificate of Completion for all classes. Also includes additions, alterations, and amendments	per application	\$1,383
	Multi-unit development	2 Units	\$1,383
		Additional unit	\$1,103
Plumbing - Building Works \$20,000 and over (Classes 2 -9)	Application for Certificate of Likely Compliance - Notice of Work, Application for Permit - Plumbing Work, assessment, and Certificate of Completion for all classes. Also includes additions, alterations, and amendments	per application	\$1,103
	With an Onsite Wastewater Management System - Application for Certificate of Likely Compliance - Notice of Work, Application for Permit - Plumbing Work, assessment, and Certificate of Completion for all classes. Also includes additions, alterations, and amendments	per application	\$1,654

Permit Authority Completion Certificates	<ul style="list-style-type: none"> Building & Demolition Plumbing 	each application	\$130
Site inspection		per 0.5 hour	\$130
Amended drawings		each drawing	\$194
Temporary Occupancy Permit Admin Fee		Each permit	\$73
Extension to plumbing permit		per application	\$130
Permit of Substantial Compliance		each	\$547
For all retrospective applications		each	Plus 50% of the applicable fee

ENVIRONMENTAL HEALTH

Type	Unit	2024-2025
Food Business Registration Fees		
Temporary Food Registration	per event	\$35
Temporary Food Registration local community (non profit organisation)	per event	FREE
Classification Priority 1	per license	\$314
Classification Priority 2	per license	\$237
Classification Priority 3	per license	\$161
Classification Priority 3 (notify only)	one off fee	\$35
Classification Priority 4 (notify only)	one off fee	\$35
Not for profit (Sporting & Community Groups, Charities etc)	per license	Free
Assessment of Plans for Commercial Kitchen (Form 49)	per assessment	\$261
Inspection and Occupancy Report for commercial kitchen (Form 50)	per report	\$261
Miscellaneous Health Fees		
Place of Assembly License – specific event	each license	\$94
Place of Assembly License – specific event (local community non-for-profit organisation)		FREE
Swimming pools/spas samples (request /non investigative)		Cost of analysis + \$163/hr or part there-of
Commercial Water Carriers Permit	for one year	\$94
Regulated system registration-new	each	\$119
Public Health Risk Activities (tattooists, skin penetration)– Business application and renewal	each	\$94
Public Health Risk Activities (tattooists, skin penetration)– Operator application and renewal	each	\$56
Private Water Supplier Permit	each	\$94
Caravan License	each	\$274
Permit for burial of human remains on private land	each	\$202

DOG MANAGEMENT FEES

Type	Unit	2024-2025
Non-Desexed Dog (before 30/06/2024)	per animal	\$47
Non-Desexed Dog (after 30/06/2024)	per animal	\$65
Desexed dog (before 30/06/2024)	per animal	\$29
Desexed dog (after 30/06/2024)	per animal	\$42
Working dogs (before 30/06/2024)	per animal	\$24
Working dogs (after 30/06/2024)	per animal	\$42
Dog owned by a pensioner (one desexed dog only) (before 30/06/2024)	per animal	\$12
Dog owned by a pensioner (one desexed dog only) (after 30/06/2024)	per animal	\$25
Declared dangerous dog & Restricted Breeds (before 30/06/2024)	per animal	\$531
Declared dangerous dog & Restricted Breeds (after 30/06/2024)	per animal	\$531
Registered guide dog/assistance dog	per animal	FREE
Replacement tag	per tag	\$9
Release of dog from pound 1 st offence	per release	\$48
Release of dog from pound 2 nd and subsequent offences	per release	\$179
Daily maintenance charge whilst impounded	per day	\$48
Dog Nuisance Complaint Fee (refundable upon confirmation)	per complaint	\$141
Kennel Licence – New	per licence	\$52
Kennel Licence – Renewal	per licence	\$43



GLAMORGAN
SPRING BAY
COUNCIL

COMMUNITY SURVEY 2024-2025

SUMMARY REPORT



EXECUTIVE SUMMARY

Glamorgan Spring Bay Council conducted its annual Community Survey from March 1st to March 29th, 2024, receiving 175 responses from residents across various locations within the municipality. This equates to approximately 3.5% of the municipality's total population.

Similar to the previous year, a significant portion of respondents, over 57%, were aged 55 and above, reflecting the Council's aging population, which has a median age of 57 years. The survey sought to identify community priorities and gauge residents' perceptions of the Council and its service delivery.

Aligned with the Council's vision of being "Prosperous, vibrant, and inclusive. A place where people want to live, work, and visit," This vision is shared by the community who emphasised the priorities being placed on roads, maintenance and cleaning of public spaces, waste, and stormwater management. Dissatisfaction with the condition of local roads, maintenance of public spaces, and stormwater management was evident, indicating areas requiring attention. Conversely, the community expressed less interest in increased investment in public art, sports facilities, and maintenance of town halls, with higher satisfaction reported in these areas.

Residents overwhelmingly preferred receiving Council-related information via social media platforms, particularly Facebook, over traditional Council meetings.

The survey results provide valuable insights into the community's service area priorities, serving as a foundational tool for the Council's strategic planning and budget allocation and a measure of performance over time.

This executive summary offers a condensed overview of the survey findings. For a comprehensive analysis, including detailed responses to each question, the complete dataset is available upon request. Unless otherwise stated, all statistics have been rounded to the nearest whole number.



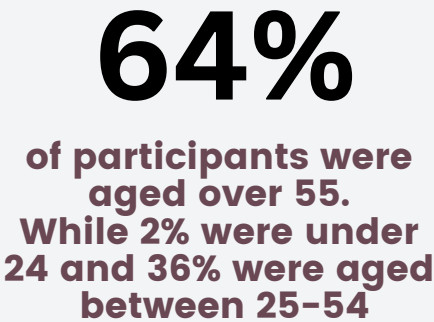
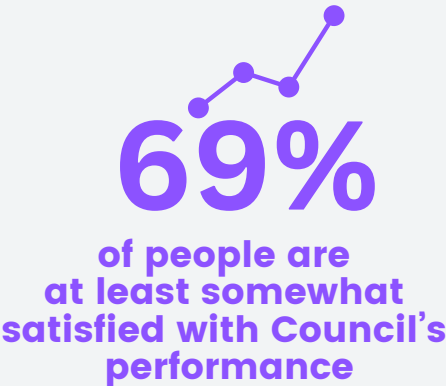
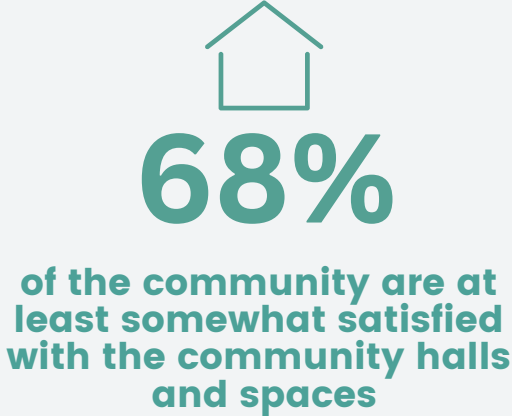
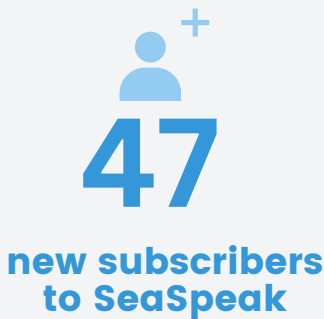
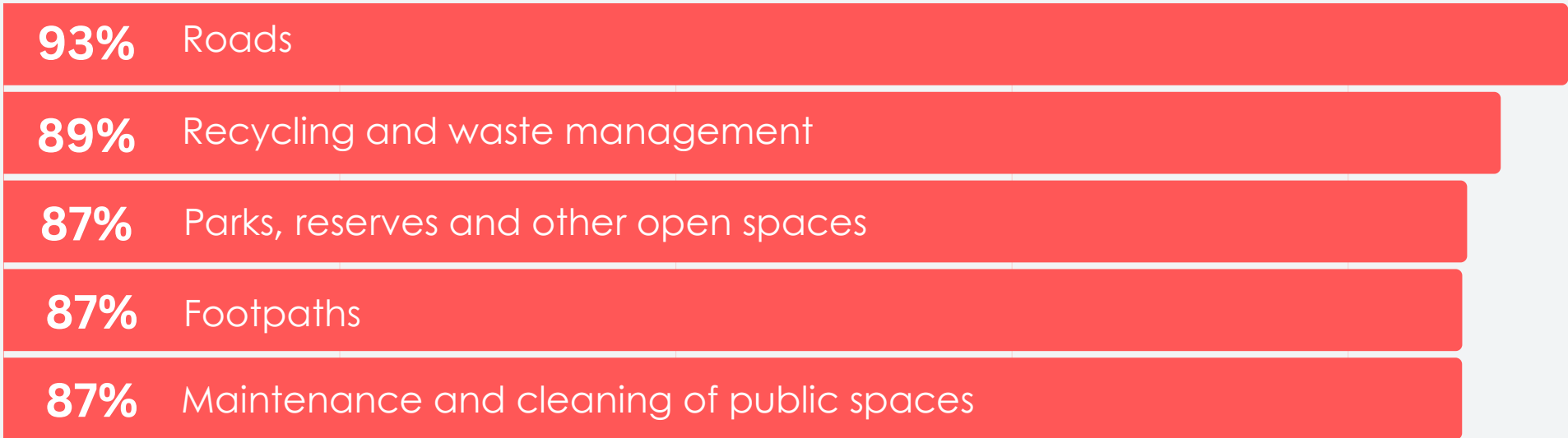
SURVEY SNAPSHOT

The aim of the survey was to identify the community's priority spending areas for Council in 2023/2024.

The survey was open to all community members and was promoted via several channels including the Council's website and Facebook page. To maximise participation the survey was available online and in hard copy. Council records show that 14% of respondents completed the survey in hard copy



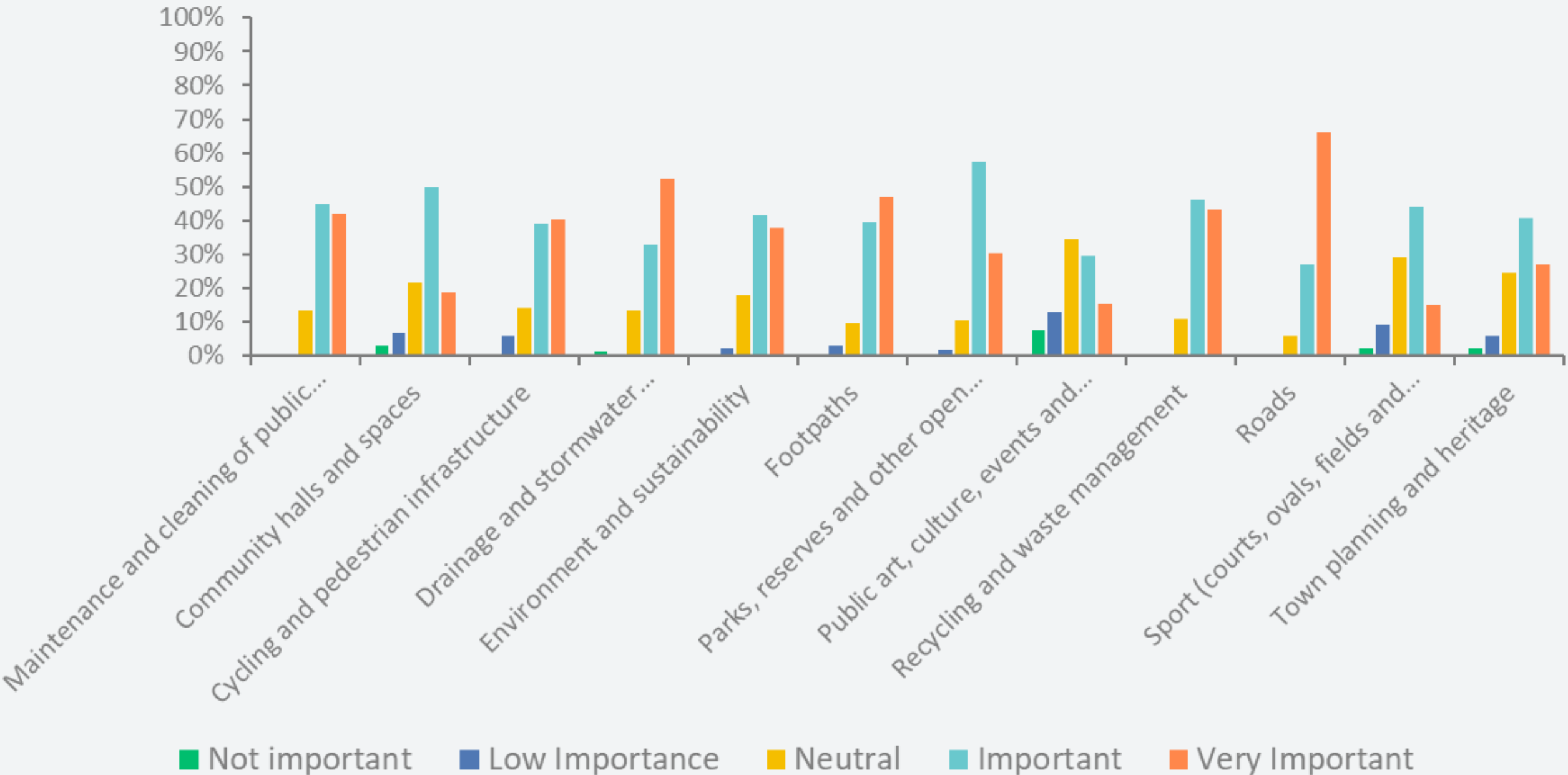
The community's top five priority spending areas for the Council are:



The community prefers to receive information from the Council via social media (specifically Facebook), the Council's website and SeaSpeak

COMMUNITY EXPECTATIONS ON COUNCIL PRIORITIES

Q1: Council delivers many services and maintains an extensive network of community assets. All of these areas of Council service are important, but if you had to prioritise spending where would you like to see more attention in the coming year?





COMMON THEMES

Based on the provided survey responses, here are the common themes that emerge

- ✓ Ongoing maintenance and improvement of infrastructure like roads, footpaths, and public facilities to ensure they meet community needs.
- ✓ Challenges posed by population growth and development, including the importance of balanced and sustainable planning to preserve community character and environmental integrity.
- ✓ Opportunities and challenges presented by tourism, with a focus on managing its impact effectively to maintain the area's appeal while ensuring the well-being of both residents and visitors.
- ✓ Concerns about access to medical services, long wait times, lack of specialists, and the need for allied health services, particularly for aging population.
- ✓ Protection of the natural environment, addressing climate change impacts, preserving coastal areas and biodiversity, and sustainable development practices.
- ✓ Transparent and inclusive communication between the council and the community, ensuring that residents feel heard and valued in decision-making processes.
- ✓ Insufficient amenities and activities for young people, concerns regarding youth migration from the area, and the necessity for family-friendly infrastructure.
- ✓ Challenges related to housing affordability, lack of rental properties, job opportunities, and economic development.
- ✓ Challenges with public services, including public transport, access to shops and amenities, waste disposal facilities, and the upkeep of community spaces.
- ✓ Concerns regarding the preservation of the character and heritage of the community, fostering community spirit, and promoting inclusive and cohesive development.

COMMUNITY EXPECTATIONS ON COUNCIL PRIORITIES – ANALYSIS

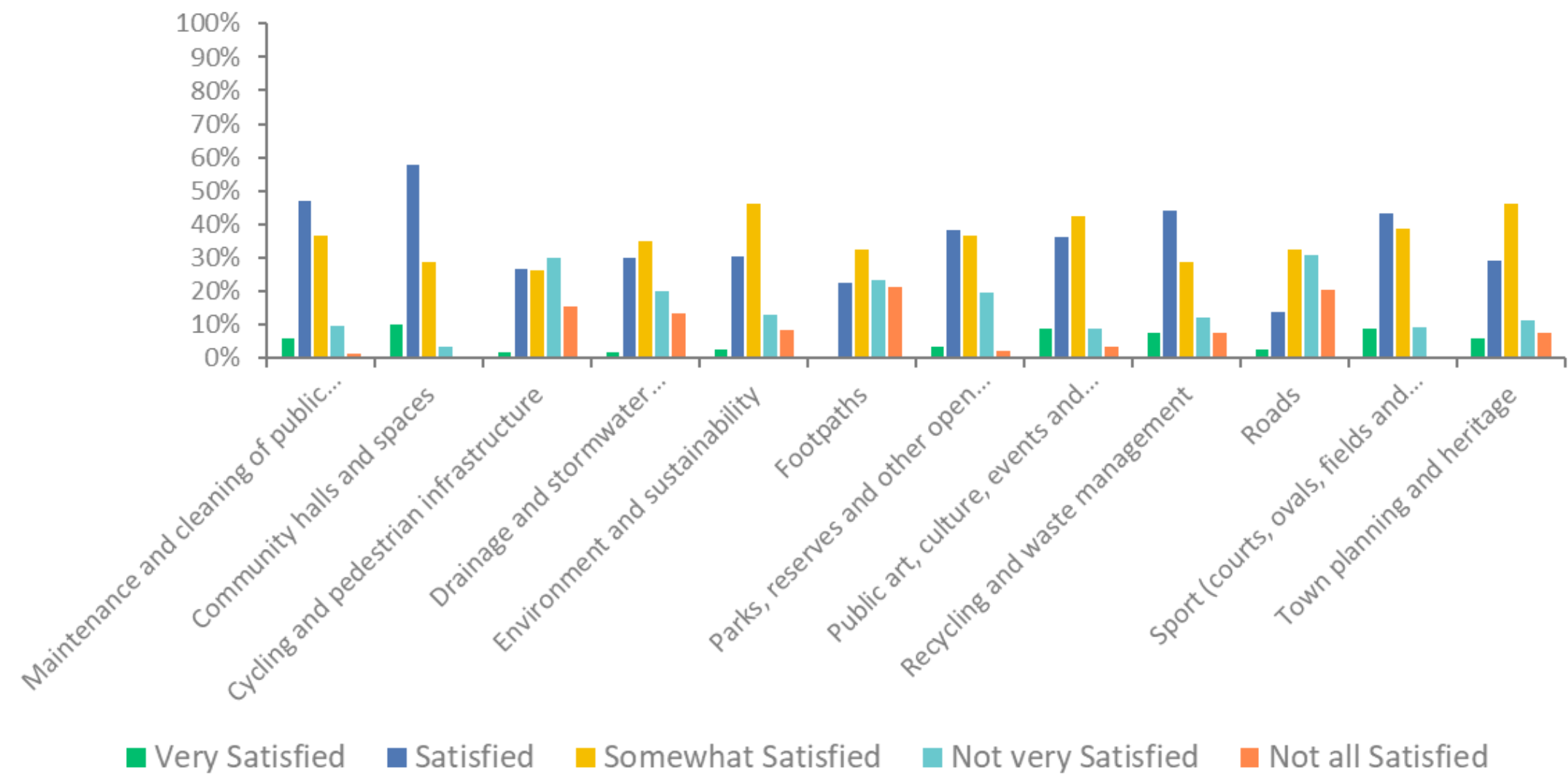
Highest Priority	Council Service	Results
1	Roads	93.10%
2	Recycling and waste management	89.08%
3	Parks, reserves, and other open spaces	87.93%
4	Footpaths	86.79%
5	Maintenance and cleaning of public spaces	86.87%
6	Drainage and stormwater management	85.06%
7	Cycling and pedestrian infrastructure	79.53%
8	Environment and sustainability	79.31%
9	Community hall and spaces	68.57%
10	Town planning and heritage	67.43%
11	Sports (courts, ovals, fields and pavilions)	59.19%
12	Public art, culture, <u>events</u> and festivals	44.70%

COMMUNITY EXPECTATIONS ON COUNCIL PRIORITIES – ANALYSIS CONT.

Lowest Priority	Council Service	Results
1	Public art, culture, events, and festivals	20.59%
2	Sport (courts, ovals, fields, and pavilions)	11.50%
3	Community halls and spaces	9.72%
4	Town planning and heritage	8.00%
5	Cycling and pedestrian infrastructure	6.43%
6	Footpaths	3.44%
7	Environment and sustainability	2.87%
8	Drainage and stormwater management	1.72%
9	Parks, reserves, and other open spaces	1.72%
10	Roads	1.14%
11	Maintenance and cleaning of public spaces	0.00%
12	Recycling and waste management	0.00%

COUNCIL’S SERVICE DELIVERY

Q2: For each of the following Council services, please rate the level of satisfaction with the Council's delivery.

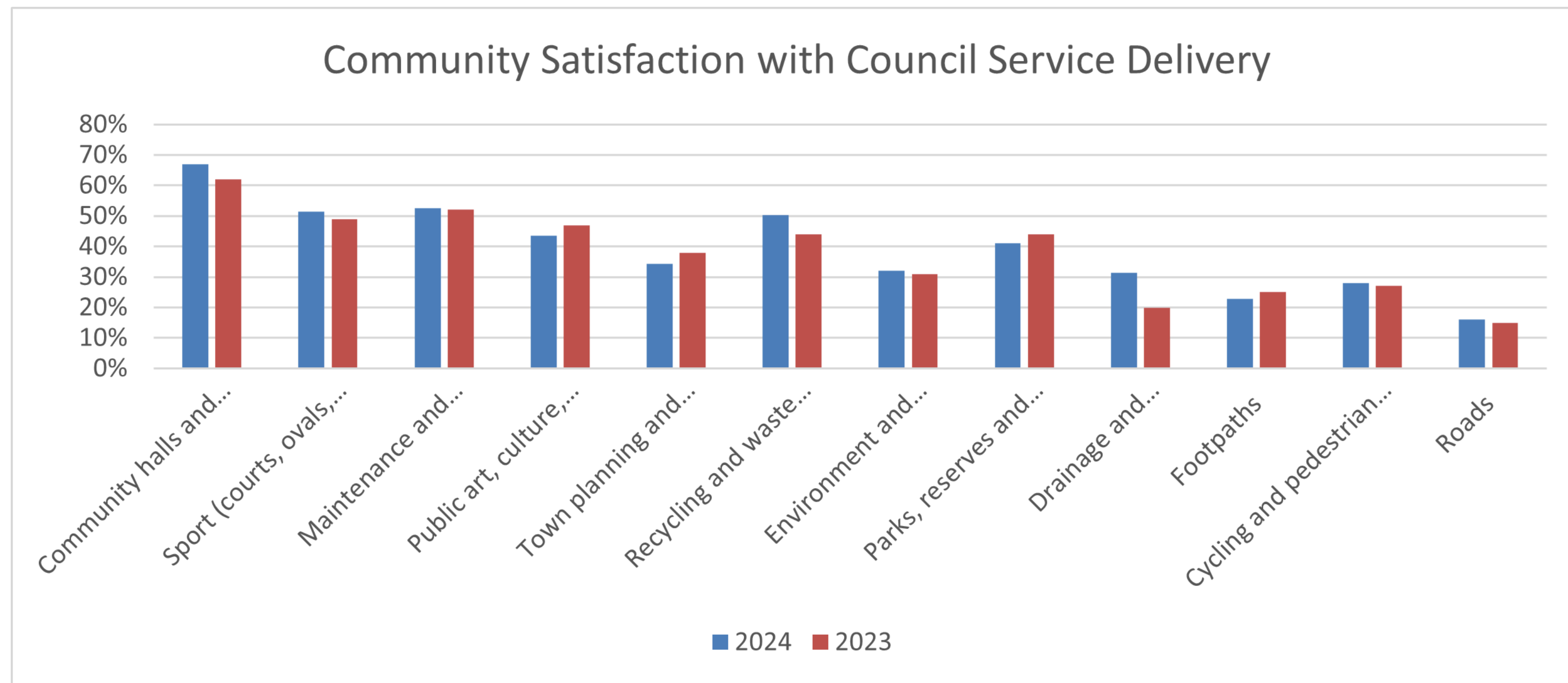


COUNCIL’S SERVICE DELIVERY – ANALYSIS

Overall, the satisfaction ratings are consistent with the community’s spending priorities noted in Q1 – the higher the satisfaction level – the lower the investment needed in the upcoming financial year. Similarly, the lower the satisfaction level, the greater investment the community would like to see in these areas. This was clearly demonstrated in relation to roads, drainage, waste management and footpaths.

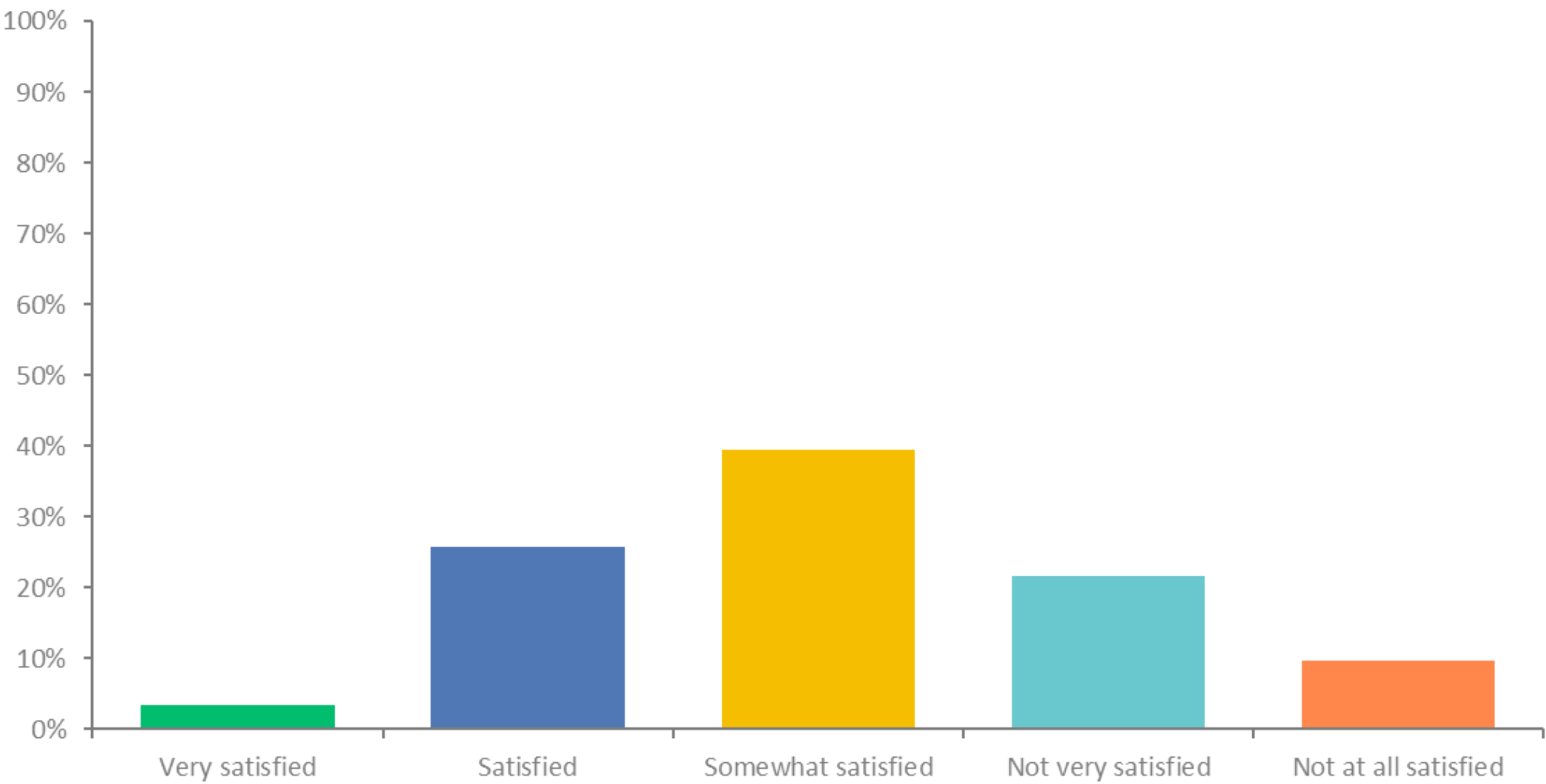
The community’s satisfaction ratings across the Council’s service delivery are:

Highest Priority	Community Service	Results
1	Community halls and spaces	96.53%
2	Sport (courts, ovals, fields, and pavilions)	90.75%
3	Maintenance and cleaning of public spaces	89.14%
4	Public art, culture, events, and festivals	87.57%
5	Town planning and heritage	81.29%
6	Recycling and waste management	80.11%
7	Environment and sustainability	78.95%
8	Parks, reserves, and other open spaces	78.04%
9	Drainage and stormwater management	66.67%
10	Footpaths	55.43%
11	Cycling and pedestrian infrastructure	54.33%
12	Roads	48.84%



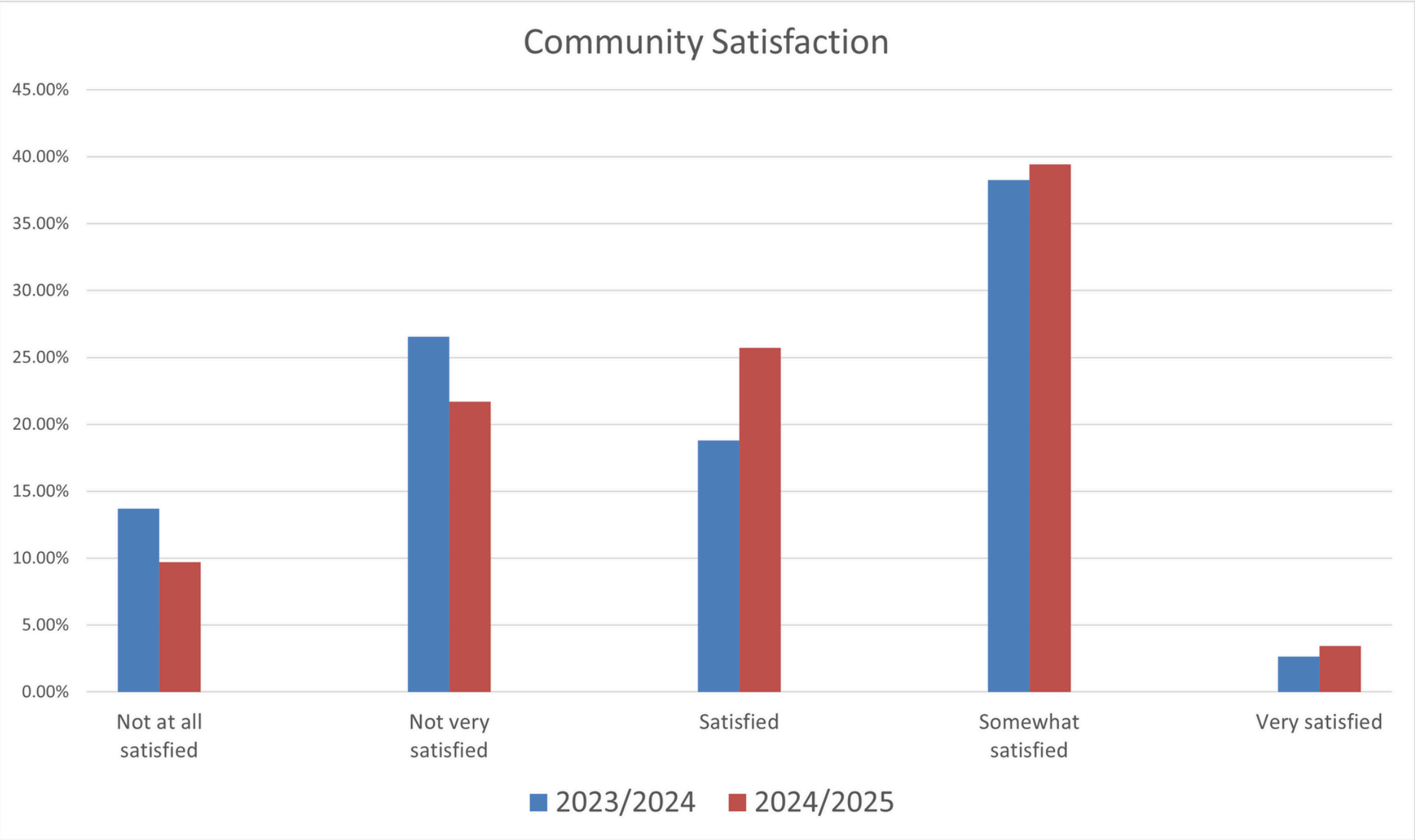
COMMUNITY SATISFACTION

Q3: Overall for the last 12 months, how satisfied are you with the performance of Council, not just on one or two issues but across all responsibilities?



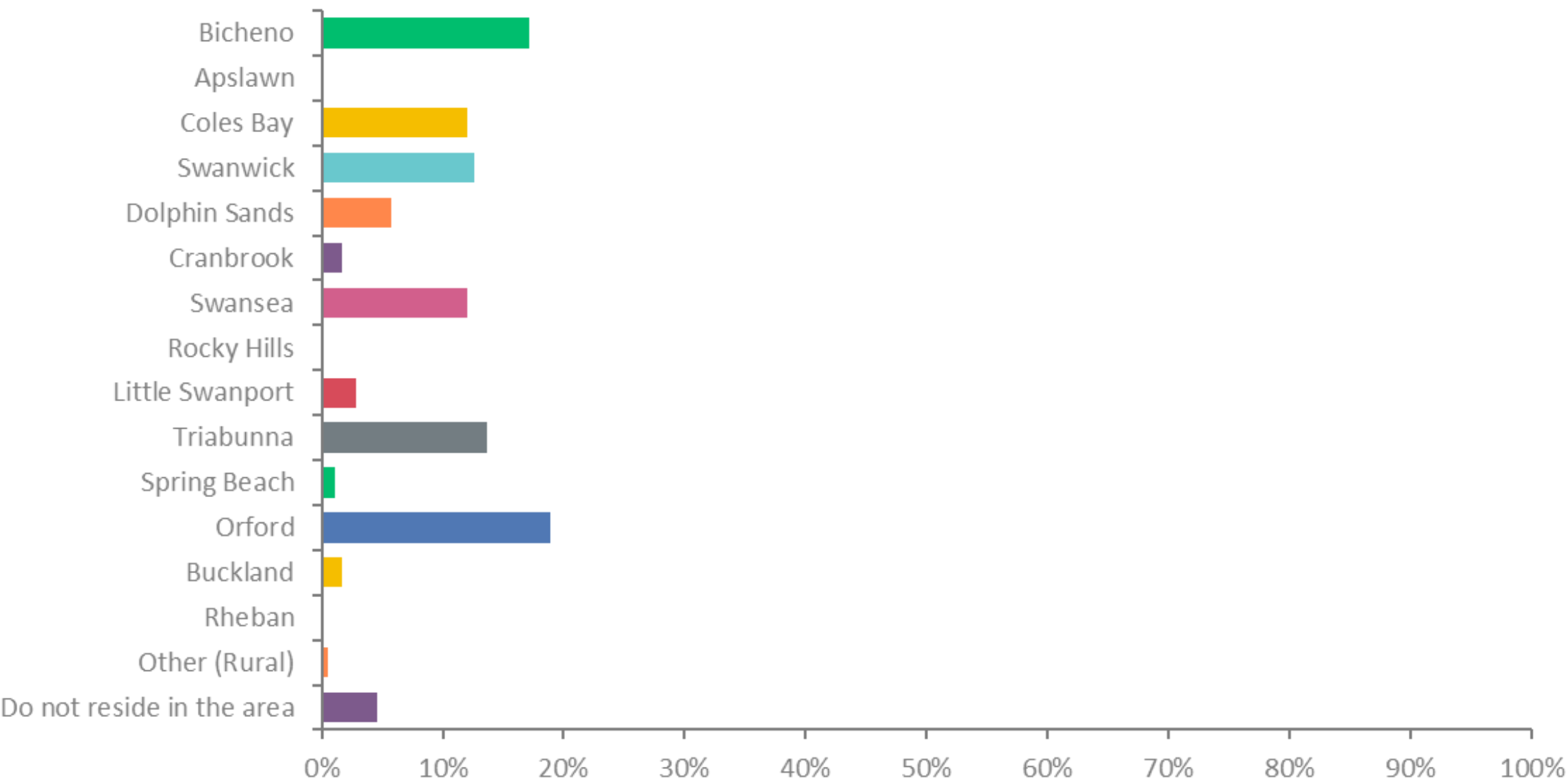
COMMUNITY SATISFACTION

Q3: Overall for the last 24 months, the below outlines how the community percieve the performance of Council, not just on one or two issues but across all responsibilities.



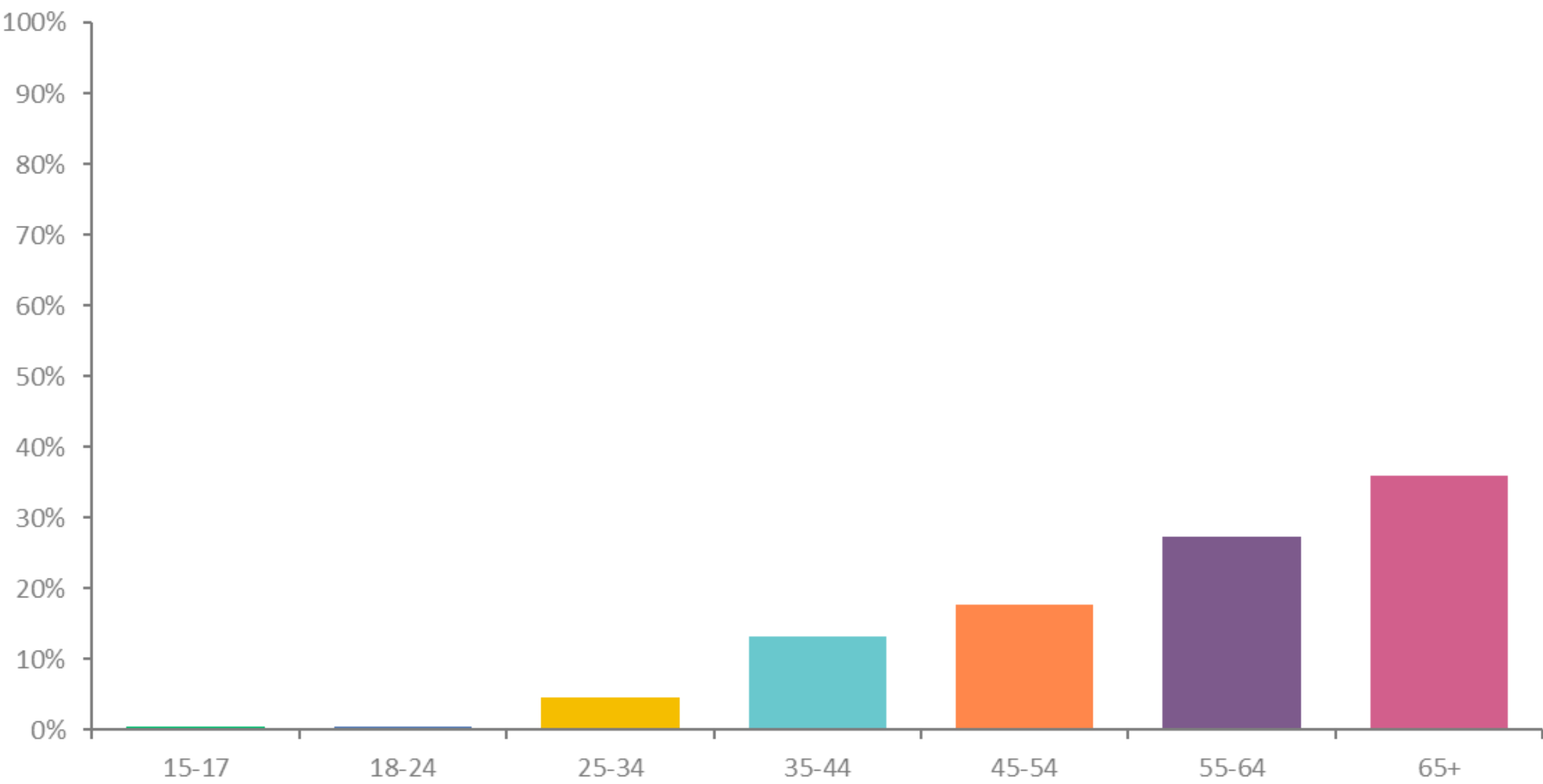
SURVEY DEMOGRAPHICS – LOCATION

Q4: Please indicate where you reside

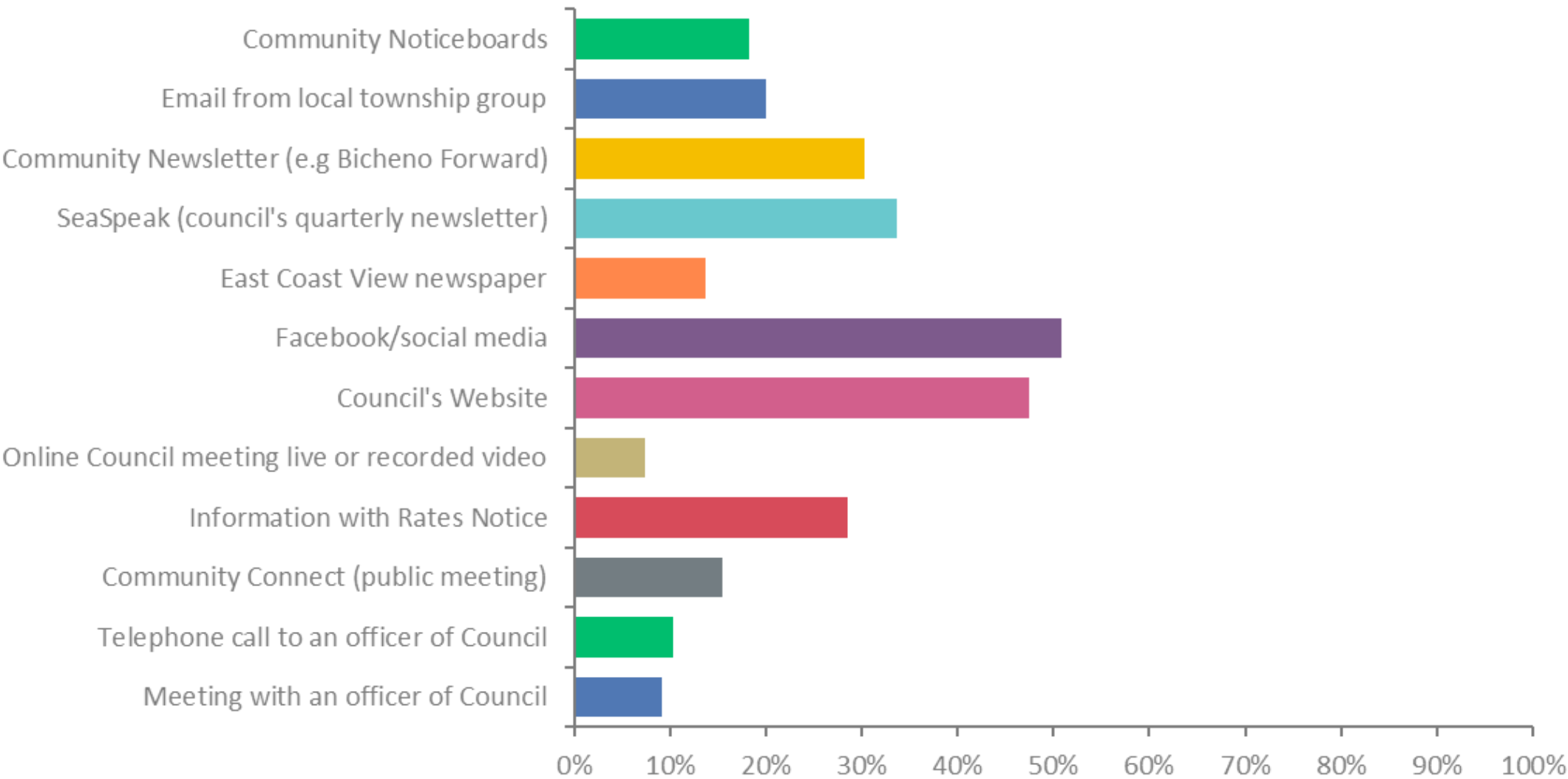


SURVEY DEMOGRAPHICS – AGE

Q5: What is your age group?



COMMUNICATION PREFERENCES



Q6 What are the greatest aspects of living in the Glamorgan Spring Bay community?

natural beauty Life style good nature coast peace people Friendly living
sense community beautiful national parks beaches Peaceful
community ocean lifestyle Quiet environment
Fresh air coastal beauty great life natural environment heritage
Relaxed Small location

Q7 What are the greatest challenges facing our community?





Glamorgan Spring Bay Council

Councillor Allowances & Expense Reimbursement Policy

Version [1.0]

Adopted: 26 July 2022

Minute No.: 152/22

Document Control

Councillor Allowances & Expense Reimbursement Policy	
First issued/approved	26 July 2022
Source of approval/authority	Council
Last reviewed	May 2024
Next review date	May 2028
Version number	1
Responsible Officer	General Manager
Department responsible for policy development	General Manager
Related policies	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Local Government (General) Regulations 2015</i> • Councillor Allowances Information Sheet (LGAT) • Australian Tax Office (TD 2017/19) • Use of Electronic Devices Policy
Publication of policy	Website

Contents

1	Introduction	4
1.1	Purpose.....	4
1.2	Objectives	4
1.3	Scope	4
1.4	Definitions.....	4
1.5	Related Policies and Legislation	4
1.6	Policy Review and Update Cycle	4
2	Policy	5
2.1	Councillor Allowances	5
2.1.1	Prescribed Allowances.....	5
2.1.2	Communication Devices & Additional Allowances.....	5
2.2	Insurance	6
2.3	Reimbursement Claims for Expenses	6
2.3.1	Meal & Accommodation Expenses.....	7
2.3.2	Use of Council Vehicles & Travelling Expenses.....	7
2.3.3	Dependent Person Care Expenses.....	8
2.3.4	Facilities and Administrative Expenses.....	8
2.3.5	Conferences & Seminar Expenses	8
2.3.6	Partners Expenses.....	8
2.3.7	Privacy and Transparency.....	9
3	Implementation.....	9
4	Attachments.....	9

1 Introduction

1.1 Purpose

This policy aims to provide a clear framework around Councillor allowances in accordance with the legislative requirement for a policy under Schedule 5 of the *Local Government Act (Tas) 1993* and entitlement to expense reimbursement.

1.2 Objectives

The objective of this policy is to:

- Ensure prescribed allowances are compliant under the *Local Government Act 1993 (Tas)* and under Schedule 4 of the *Local Government (General Regulations) 2015 (Tas)* and;
- Ensure expenses claimed for reimbursement are appropriate for the support of Councillors in fulfilling their duties of office.

1.3 Scope

This Policy applies to current standing Councillors who have been elected to the Glamorgan Spring Bay Council and applies to assist them with discharge of duties relevant to the role of Councillor.

1.4 Definitions

Dependent: A person can be considered your dependant if they meet the criteria for one of the categories below:

- your spouse
- your child
- any other person you are in an interdependent relationship with
- a person who is substantially financially dependent on you.

1.5 Related Policies and Legislation

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

- *Local Government Act 1993 (Tas)*
- *Local Government (General) Regulations 2015 (Tas)*
- Councillor Allowances Information Sheet 21 October 2020 (LGAT)
- Australian Tax Office (TD 2017/19)
- Glamorgan Spring Bay Council - Use of Electronic Devices Policy

1.6 Policy Review and Update Cycle

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

2 Policy

2.1 Councillor Allowances

Councillor allowances consist of a Prescribed Allowance, provision of communication devices and insurances to assist in the performance of their duties at Council.

2.1.1 Prescribed Allowances

Council shall pay allowances for elected members in accordance with Regulation 42 and Schedule 4 of the *Local Government (General) Regulations 2015*. The allowance amount is reviewed annually by the Local Government Division.

The Prescribed Allowances will be paid on a monthly (in arrears) basis as per Regulation 42(3) of the *Local Government (General) Regulations 2015* and Section 340A (2A) of the *Local Government Act 1993*.

Regulation 42(2A) of the *Local Government (General) Regulations 2015* states if a Deputy Mayor is appointed to act in the role of Mayor for a period of 4 consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.

A Councillor may determine not to receive all or part of a prescribed allowance. Notification of such a decision is to be provided in writing to the General Manager as per Section 340A (3) (4) of the *Local Government Act 1993*.

2.1.2 Communication Devices & Additional Allowances

Laptop or Tablet:

Councillors will be provided with an electronic device in the form of a Laptop or Tablet to facilitate Council duties in particular access to electronic mail and Council documents. Councillors may request either a laptop or tablet device, which will be provided and managed as part of the Council's wider fleet of IT devices. Upon the conclusion of a Councillor's term of office, all equipment including chargers and accessories shall be returned to the Council.

Information technology helpdesk support will be available to Councillors for all Council equipment. Council equipment will undergo periodic software updates as part of the Council IT fleet, and Councillors are responsible for making sure IT equipment is available for such update regularly, particularly for security reasons. Councillors must participate in all security training provided by Council IT support.

It is the Councillors responsibility to protect Council devices from damage or unauthorised use, hence this equipment is not supplied for personal use. Council equipment shall not be taken overseas without permission from the General Manager.

The provision of electronic equipment to a Councillor is to embed the transition toward a paperless office environment, decrease paper waste, minimize expensive printing of Council documents that are often only referred to once. The equipment is designated to fulfill the functions of a Councillor and their use shall comply with the Council's *Use of Electronic Devices Policy* and other relevant Council policies.

Monthly Allowance for Phone, Internet, and Stationery Expenses:

Council will provide Elected Members with a consumables allowance of \$50.00 per month for cost incurred that are directly related to Council business, including phone, internet access and stationery and administrative expenses.

Alternatively, Councillors may elect to be provided with a Council phone number that is appended to their existing private mobile phone device. This data service plan includes internet access. The Council mobile number provided will be cancelled at the conclusion of his/her term of office. When this option is chosen an administration allowance will be provided of \$20.00 per month for administration costs incurred that are directly related to Council business.

If travelling overseas Councillors are requested to put appropriate measures in place to avoid excessive Council related phone costs and arrangements shall be agreed with the General Manager.

2.2 Insurance

Council will provide the following insurance cover for all Councillors, for damage arising out of or in the course of carrying out the function of a Councillor:

- Personal Accident / Injury Insurance
- Councillors and Officers Liability Insurance
- Corporate Travel Insurance (conditions apply)
- Motor Vehicle Insurance on Council fleet cars (Councillors must insure their own private vehicles)

2.3 Reimbursement Claims for Expenses

Councillors are entitled to be reimbursed for the following expenses under Section 43 of the *Local Government (General) Regulations 2015*. Such expenses must be exclusively for Council business and be incurred by and for the claimant only.

43. Expenses for councillors

A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 to the Act in relation to –

- (a) telephone rental, telephone calls and use of the internet; and*
- (b) travelling; and*
- (c) care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor; and*
- (d) stationery and office supplies.*

Claims for reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager not later than three (3) months after the expense has been incurred and shall be submitted on the *reimbursement claim form* (attached). Claims are preferred on a monthly basis. Claims older than three (3) months will only be accepted at the discretion of the General Manager.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is eligible under this policy, or the claim appears unreasonable or does not serve the interests of Council, the General Manager shall refer the matter to Council in closed session for decision and policy guidance.

A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.

2.3.1 Meal & Accommodation Expenses

A meal expense is claimable for reimbursement for the following situations

- When attending Council business such as a conference, function or event.
- For attendance at meetings of Council, Council Workshops or meetings of any committee of Council, which commences after 5pm, an evening meal can be claimed.
- When attending a Council event that requires overnight stay and meals are not provided at the venue.

Meal expenses will be reimbursed upon presentation of a claim for payment on the prescribed claim form, up to the following values:

- Breakfast \$30.00
- Lunch \$35.00
- Dinner \$60.00

Council will not reimburse alcoholic drinks at any time.

Accommodation expenses required for Council business will be arranged and paid for by Council. Where meals are provided at the accommodation, it is preferred that meals are taken at the accommodation venue. Where this is unreasonable, and at the discretion of the General Manager, the meal allowance will apply. No incidental costs are paid for overnight stays, if claimed.

2.3.2 Use of Council Vehicles & Travelling Expenses

The Mayor will be provided with a Council vehicle for the purpose of undertaking the duties of Mayor.

Councillors may arrange to use the Mayor's vehicle if required to attend meetings, seminars, function on behalf of the Council subject to availability. Arrangements for the use of the Mayor's vehicle are to be made with the Mayor. All policies adopted by Council in relation to use of Council vehicles apply to Councillors when driving Council vehicles.

Travel expense claims for private vehicle use shall only be for kilometres incurred relevant to Council business and adjustments must be made for non-Council business kilometres. The travel allowance payable will be at the Australian Tax Office rate per kilometre x valid kilometres claimed.

Standard Travel Distances (Guide Only):

Glamorgan Spring Bay – Travel Allowance Claim Distance (Km's)						
	Bicheno	Coles Bay	Swansea	Triabunna	Orford	Buckland
Bicheno	-	38	44	93	99	117
Coles Bay	38	-	59	108	115	132
Swansea	44	59	-	49	56	73
Triabunna	93	108	49	-	7	24
Orford	99	115	56	7	-	17
Buckland	117	132	73	24	17	-
Hobart	177	194	135	86	79	62
Launceston	160	175	136	186	193	172

2.3.3 Dependent Person Care Expenses

Council will reimburse a Councillor for necessary, reasonable expenses incurred in carrying out the duties of office in relation to care of any dependent that the Councillor cannot perform themselves due to Council duties.

Reimbursements made will be net of any entitlement to government subsidies, such as childcare.

At the General Manager's discretion, a contribution towards childcare expenses may be paid at an hourly rate of up to \$20/hour when no licensed provider is available (evenings for example).

Dependent person expenses are not eligible for reimbursement if the payment for that care is made to a person who normally or regularly lives with the Councillor or is a member of the Councillor's family.

All claims must detail the date and time care was provided, the business of Council that it related to, and attach a receipt or invoice from the provider (whether licensed or unlicensed).

2.3.4 Facilities and Administrative Expenses

The Mayor is to be provided with a dedicated office for the carrying out of his/her duties as Mayor. Councillors are permitted to use the Mayor's office for appointments in discharging the function of a Councillor subject to availability as advised by the Mayor.

Council will provide Councillors with administrative support in relation to discharging the functions of a Councillor including provision of business cards and magnetic name tags, postage, diaries, stationery, etc. Requests are to be approved by the General Manager.

Council encourages a paperless approach by providing Councillors with meeting materials in electronic format before each meeting or workshop. However, upon request and with reasonable notice to the General Manager, hard copies of any document can also be provided.

2.3.5 Conferences & Seminar Expenses

The Council encourages Councillors to attend conferences, seminars and training relevant to Local Government. When held within Tasmania, Councillors are encouraged to attend at least one relevant training session or forum annually. Attendance at such training or forums are to be approved by the General Manager and will be subject to budget availability.

Attendance at any other conference, seminar or training outside of Tasmania requires adequate notice to allow for a resolution of Council.

Council supports the practice of the Mayor and General Manager attending the LGAT Annual Conference.

2.3.6 Partners Expenses

Where additional costs are incurred for the Mayor and/or Councillor's partners to attend functions, dinners, events or similar, these costs will be at the personal expense of the Councillor and their partner. For practicality in booking arrangements, this may be undertaken by deduction from the Councillor's allowance.

2.3.7 Privacy and Transparency

The total expenses claimed by each Councillor will be published in the Annual Report of Council. The total expense figure will include expenses claimed in accordance with this Policy. This Policy serves as a public document to provide an open and fair framework of expense and allowance entitlements within which Councillors are entitled to claim.

3 Implementation

Implementation of this Policy rests with the General Manager.

4 Attachments

- Reimbursement claim form

DRAFT

REIMBURSEMENT CLAIM FORM

Claimant
Name: _____

Claim
Date: _____

EXPENDITURE INCURRED FOR REIMBURSEMENT

Date expense incurred	Name of supplier for each item purchased	Reason expense incurred	Total Claimed \$

VEHICLE DISTANCE TRAVELLED REIMBURSEMENT

Date of travel	Details of Claim Reason for travel / event name etc	Start location (town)	End location (town)	Kilometers travelled	ATO \$ rate per km	Total Claimed \$ (km x rate)

TOTAL CLAIM FOR REIMBURSEMENT:

\$

DECLARATION

I declare that these expenses claimed by me for reimbursement have been incurred specifically for duties required for discharge of my work duties.

Yes or No:

☐
MANAGER APPROVAL

All claims require manager approval. Claimant to specify approver.

Manager Name: _____ A/c Name: _____

Date Approved: _____ BSB: _____ A/c No: _____

or tick ☐ Bank account details from Payroll