



**GLAMORGAN SPRING BAY
COUNCIL**

Information Briefing Document

as at 31 October

(for the August/September/October 2020 reporting period)

This document is made publicly available via Council's website:

www.gsbc.tas.gov.au

Contents

Governance & Council Meetings	3
Human Resources	3
Corporate Calendar.....	4
Property Settlement Certificates a/a 31 October 2020	7
Rates Balance Sheet a/a 31 October 2020	8
Health, Safety, Other	9
Use of Council Seal.....	11
Community Small Grants Programme	11
Planning Statistics as at 31 October 2020.....	12
Statutory Building as at 31 October 2020.....	12
Animal Control	12
Profit and Loss - Governance	13
Profit and Loss - Works	14
Capital Works as at 31 October 2020	15
Profit and Loss – Corporate Services	18
Profit and Loss – Development.....	19
Profit and Loss – Community Development	20
Profit and Loss – Buildings & Facilities.....	21
Profit and Loss – Marina & Wharf.....	22
Profit and Loss - NRM	23
Profit and Loss – Animal Control.....	24
Profit and Loss – Medical Centres.....	25
Profit and Loss – Visitor Information Centres.....	26
2020-2021 Annual Plan Actions – Update as at 31 October 2020.....	27
Council Motion Tracking Document as at 31 October 2020.....	27

Governance & Council Meetings

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2020 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm.

Until further notice and in response to COVID-19 social gathering regulations, members of the public will be unable to attend the meetings however questions on notice (to be submitted seven days prior to the ordinary meeting) and questions without notice (to be submitted by 12 noon the day prior to the ordinary meeting) can still be addressed through public question time. Questions can be lodged via email to admin@freycinet.tas.gov.au, in person at the Council Chamber or by mail to PO Box 6, Triabunna, 7190.

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

During the period August to October 2020 inclusive, there were 334 views of the audio/visually recorded Council meetings via the YouTube platform.

Medical Services

Council operates medical services under the banner of East Coast Health.

Corporate Services

Council has recently developed the Corporate Calendar, which details the legislative reports, plans and Council policies that are to be developed or updated over the next 12 months. Refer attached.

Human Resources

Council's newly appointed General Manager, Mr Greg Ingham commenced on the 28 September 2020.

Ms Josie Higgins has resigned from the position of Executive Officer with Ms Jazmine Murray formerly Development & Compliance Officer, taking up the role as at 23 November 2020.

Council will welcome two new Planners to the Planning and Development team in the coming weeks.

Corporate Calendar

Item No.	Document / Item	Statutory - Y/N?	LGA Act Reference Or Other as Stipulated	Date When Last Updated	Review History	Review Status/Comments	Responsible Officer / External Resource	Lead Officer	Priority	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
1	Code of Conduct	Yes	S28E (2) c	Feb 2019	Every new term of Council (every 4 years)	GSBC Model Code of Conduct endorsed by new Council 26/02/19	N/A	GM	DUE 2022															
2	Community Strategic Plan	Yes	S66	Mar 2020	Submissions reviewed at the May 2020 Council Workshop with the final Plan adopted at the May 2020 Ordinary Council Meeting.	Plan developed, workshoped & adopted by Council May 2020. Council's mission-critical priorities for 2020/21 to be reviewed in January 2020	General Manager	GM	DUE 2021										Start		Finish			
3	Long Term Financial Management Plan	Yes	S70, S70F, S70G	2017	GM to work with Accountant and Senior Finance Officer to provide draft to Council. Obtain best practice template.	*10 yr plan - Consistent with Strategic Plan & Long-term Strategic Asset Plan. Consult with DLG and Auditor General.	Contract Accountant	CA	HIGH	Start											Finish			
4	Financial Management Strategy	Yes	S70, S70F, S70G	2015	GM to work with Accountant and Senior Finance Officer to provide draft to Council. Obtain best practice template.	*10 yr plan - Consistent with Strategic Plan, refer to the Long-term Strategic Asset Management Plan	Contract Accountant	CA	MEDIUM							Start		Finish						
5	Long Term Strategic Asset Management Plan	Yes	S70B, S70F, S70G	Aug 2014	Shared service assistance to develop Asset Management Strategy	*10 yr + plan - Relates to all assets under 70F(3). Consistent with the Strategic Plan, refer to the Long-term Financial Management Plan	Contract Accountant/Works Manager/General Manager	CA	HIGH	Start										Finish				
6	Asset Management Strategy	Yes	S70D, S70F, S70G	2014	Shared service assistance to develop Asset Management Strategy	*Consistent with Strategic Plan	Works Manager	WM	HIGH									Start		Finish				
7	Audit Charter	Yes	S85, S85A, S85B	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 140/20).	Council's Audit Panel Charter to be reviewed 2024	Audit Committee	CA	DUE 2024															
8	Annual Plan & Budget Estimates	Yes	S82, S70G	Mar 2020	Budget estimates endorsed 25/6/19. 2019-2020 Annual Plan produced and adopted by Council 24/3/20 (Dec. 80/20).	Budget Estimates 2020/21 adopted 23 June 2020. 2020/21 Annual Plan adopted by Council September 2020	General Manager / Contract Accountant	GM	DUE 2021												Start			
9	Rates Resolution	Yes	S90	June 2020	Commence in April each year	2020/21 rates resolution endorsed by Council.	Contract Accountant	CA	DUE 2021													Start		Finish
10	Fees & Charges Register	Yes	s206	April 2020	Commence in April each year	2020/21 fees and charges adopted by Council May 2020.	Contract Accountant/General Manager/Manager Input	CA	DUE 2021													Start	Finish	
11	Budget	Yes	S82	Feb 2020	Commence in Feb/March each year	2020/21 Budget endorsed by Council June 2020	General Manager / Contract Accountant	CA	DUE 2021													Start		Finish
12	Generate departmental Budgets with external funding details	No	S82	Feb 2020	To be provided by Department Managers with rationale - To Council Workshops		Contract Accountant / Managers	CA	HIGH													Start		Finish
13	S24 Review	No	S24, S70E, S70G	Nov 2019	Requires review of existing Guidelines	To go to the November Council meeting.	General Manager / Executive Officer	GM	LOW									Start	Finish					
14	Annual Report	Yes	S72	Dec 2019	Developed by GM/Executive Officer with final financial statements provided by TAO and checked by Accountant	2020 Annual Report to be developed, workshoped and submitted to Council.	General Manager / Managers / Executive Officer	GM	HIGH					Start			Finish							
15	Public Land Register	Yes	S177A (2)	To be developed	Not currently compliant. To be developed 2020. List of Council land is held in asset register, needs to be available for public viewing and in map form.	Whilst developing compliant register, check any land that Council wishes to lease or dispose of does qualify as public land under the LGA and must be disposed of according to process in LGA. To be developed 2020.	Contract Accountant / Infrastructure Manager	CA	HIGH								Start		Finish					
16	Environmental Bylaw	Yes	S145 LGA + Various	May 2020	Reviewed Sept 2019. Signed by Mayor & AGM Apr 2020	Gazetted 23 May 2020	General Manager / Executive Officer	GM	AS REQUIRED															
17	Policy - Private Works	No	S70E, S70G	June 2020	Policy developed. Requires review 2023	Policy developed and reviewed at Council workshop June 2020. Adopted by Council June 2020.	Contract Accountant	CA	DUE 2023															
18	Policy 1.1 - Regulation of Stalls and Kerbside Vendors	No	S70E, S70G	Oct 2019	Reviewed and adopted by Council October 2019 (Dec. 175/19)	Requires further review. To be workshoped 2020.	Manager Building & Marine Infrastructure / EHO / Planning / Compliance	MB&MI	MEDIUM					Start		Finish								
19	Policy 1.3 - Development Assistance - Parking in Lieu	No	S70E, S70G	July 2016	Last reviewed 23/08/16 (115/16). Requires review 2020.	To be reviewed 2020, workshoped and submitted to Council.	Works Manager & Contract Planner	WM	LOW					Start		Finish								
20	Policy 1.6 - Council Advertising	No	S70E, S70G	June 2019	Reviewed & Adopted by Council June 2019 (Dec. 116/19).	To be reviewed 2022.	General Manager / Executive Officer	GM	DUE 2022															
21	Policy 1.7 - Dog Management 2019-2025	Yes	S7 (Dog Control Act)	Jan 2020	Re-endorsed by Council Jan 2020 (Dec. 22/20). To be reviewed in accordance with the finalisation of the Dog Control Act 2000 amendments.	To be reviewed in 2020 in conjunction with Dog Control Act amendments, workshoped and submitted to Council prior to calling for public comment.	TBA	EMD	HIGH			Start				Finish								
22	Policy 1.8 - Planning & Building Fees	Yes	S70E, S70G, S205, S206	Aug 2019	Reviewed & adopted by Council Aug 2019 (Dec. 141/19).	To be reviewed 2023.	TBA	EMD	DUE 2023															
23	Policy 2.2 - Waste Management	No	S70E, S70G	July 2016	Approved 23.08.16 (116/16) Review as required but no later than 2020	To be reviewed 2020, workshoped and submitted to Council.	Works Manager	WM	LOW						Start		Finish							
24	Policy 2.3 - Tree Management	No	S70E, S70G	Sept 2016	Approved 27.09.16 (127/1) Review as required but no later than 2020. Em'd to GM 16.08.19 for staff review.	To be reviewed 2020, workshoped and submitted to Council.	Works Manager	WM	LOW						Start		Finish							
25	Policy 2.7 - Marina and Wharf Precinct	No	S70E, S70G	Oct 2016	Approved 25.10.16 (143/16) Review as required but no later than 2020	To be reviewed 2020, workshoped and submitted to Council.	Manager Building & Marine Infrastructure	MB&MI	LOW						Start		Finish							
26	Policy 3.1 - Grants Auspiced by Council	No	S70E, S70G	Oct 2016	Approved 23.03.09 (064/09) Review required. Workshoped 03.09.19 - not progressed.	To be reviewed August 2020, re-workshoped and submitted to September Council meeting.	Contract Accountant	MCD & MINRM	LOW					Start		Finish								
27	Policy 3.2 - Use of Electronic Devices	No	S70E, S70G	Nov 2019	Reviewed and adopted by Council 26 Nov 2019 (Dec. 217/19)	Due for review 2022.	Executive Officer	EO	DUE 2022															
28	Policy 3.3 - Conservation Covenant Rebate	Yes	S129	May 2019	Reviewed and adopted by Council 28 May 2019 (Dec. 104/19)	Due for review 2021.	Contract Accountant	CA	LOW													Start		Finish
29	Policy 3.7 - Rate Relief for Community Groups	Yes	S129	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 134/20).	Due for review 2024.	Contract Accountant	CA	DUE 2024															
30	Policy 3.8 - Rate Relief for Religious Organisations	Yes	S129	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 133/20).	Due for review 2022.	Contract Accountant	CA	DUE 2022															
31	Policy 3.9 - Financial Reserves	Yes	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 82/20).	Due for review 2023.	Contract Accountant	CA	DUE 2023															
32	Policy 3.10 - Asset Management	Yes	S70C, S70Em S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec 132/20).	Due for review 2024.	Contract Accountant	CA	DUE 2024															

Item No.	Document / Item	Statutory - Y/N?	LGA Act Reference Or Other as Stipulated	Date When Last Updated	Review History	Review Status/Comments	Responsible Officer / External Resource	Lead Officer	Priority	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
33	Policy 3.11 - Customer Service Charter	Yes	339F, S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 160/19).	Due for review 2023.	General Manager / Executive Officer	GM	DUE 2023															
34	Policy 3.12 - Fraud Control	Yes	S70E, S70G + Various Legislation	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 131/20).	Due for review April 2022.	Audit Committee	CA	DUE 2022															
35	Policy 3.13 - Investment	Yes	S70E, S70G + Various Legislation	Aug 2015	Approved 11.08.15 (11/0/15) Overdue for review.	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant	CA	MEDIUM					Start			Finish							
36	Policy 3.14 Financial Hardship Assistance Policy	No	Part 9 (Rates & Charges), S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 152/0)	Due for review 2022.	Contract Accountant	CA	DUE 2022															
37	Policy 4.1 - Provision of communication equipment to Councillors	No	S70E, S70G	Mar 2009	Approved 23.03.09 (064/09) Overdue for review.	To be reviewed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	GM	LOW						Start	Finish								
38	Policy 4.2 - Payment of allowances, expenses and provision of facilities for Councillors	Yes	S70E, S70G & R42 LG(Gen) Regs	Mar 2009	Approved 23.03.09 (064/09) Review as required - Review overdue	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant	CA	LOW						Start	Finish								
39	Policy 4.3 - Recognition of continuous years of service - Councillors and Staff	No	S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 161/19).	Due for review 2023.	General Manager / Executive Officer	EO	DUE 2023															
40	Media Policy 4.5 - Media statements	No	S70E, S70G	Feb 2019	Reviewed and adopted by Council 18 Feb 2019 (Dec. 19/19).	Due to review 2023.	General Manager / Executive Officer	EO	DUE 2023															
41	Policy 4.6 - Use of Council Logo	No	S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 162/19).	Due for review 2023.	General Manager / Executive Officer	EO	DUE 2023															
42	Policy 4.7 - Council owned vehicles	No	S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 163/19)	Due for review 2023.	Contract Accountant	GM	DUE 2023															
43	Policy 4.8 - Code for tenders and contracts	Yes	S333B, S70E, S70G	May 2016	Approved 24.05.16 (73/16) Review Feb 18 Review Overdue	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant	CA	MEDIUM		Start			Finish										
44	Policy 4.9 - Volunteer Policy	No	S70E, S70G + Various Legislation	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 164/19)	Due for review 2023.	Manager Community Development	MCD	DUE 2023															
45	Policy 5.1 - Community Small Grant Fund	No	S70E, S70G	Sept 2010	Approved 28.09.10 (173/10) Review Overdue	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant/Senior Finance Officer	MCD	MEDIUM				Start	Finish										
46	Policy 6.1 - Corporate Credit Card	No	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 130/20)	Due for review 2024.	Contract Accountant	CA	DUE 2024															
47	Policy 6.2 - Council Meetings - Audio/Visual Recording	Yes	R33 LG(MP) Regs 2015	Apr 2020	Updated, reviewed and adopted by Council 28 April to incorporate special provision (COVID-19) (Dec. 138/20) - To be reviewed as required	To be reviewed in accordance with COVID-19 distancing regulations.	General Manager / Executive Officer	EO	AS REQUIRED															
48	Policy 6.3 - Personal and private information	Yes	S70E, S70G + Various Legislation	Aug 2018	Approved 25.09.18. As required - will be reviewed in 2020	Reviewed and workshopped September 2020. To be further reviewed and presented to the December 2020 workshop.	General Manager / Executive Officer	EO	LOW								Start	Finish						
49	Policy 6.6 - Recruitment Policy	No	S70E, S70G, Antidiscrimination Act	Apr 2020	New Policy adopted by Council 28 April 2020 (Dec. 129/20).	Due for review 2022.	General Manager	GM	DUE 2022															
50	Australian Citizenship Ceremony Dress Code	Yes	S70E, S70G,	Feb 2020	New Code adopted by Council 25 Feb 2020 (Dec. 52/20).	As required	Manager Community Development	MCD	LOW															
51	Risk Management Policy	Yes	S70E, S70G + Various Legislation	June 2020	Developed, workshopped and adopted by Council June 2020.	Due for review 2023.	General Manager / Executive Officer	GM	DUE 2023															
52	Risk Management Strategy	Yes	S70E, S70G + Various Legislation	To be developed	Developed, workshopped and adopted by Council June 2020.	Due for review 2023.	General Manager / Executive Officer	GM	DUE 2023															
53	Debt Collection Policy	Yes	S70E, S70G + Various Legislation	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	SFO	MEDIUM											Start	Finish			
54	Corporate Branding Policy	No	S70E, S70G	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	EO	LOW									Start	Finish					
55	Risk Register	Yes	Various	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager (ILT assistance)	GM	HIGH							Start					Finish			
56	Gifts & Benefits Policy	Yes	S56A, S56B, S70E, S70G, LG(Gen) Regs 2015	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	EO	HIGH				Start	Finish										
57	Municipal Emergency Management Plan	Yes	Emergency Management Act	2018	To be reviewed 2020 by the Emergency Management Committee (EMC) every two years. Review overdue.	Adopted by Council September 2020. To be reviewed 2022.	EMC	E&RC	DUE 2022															
58	Community Recovery Plan	Yes	S70E & Various	To be	Requires development.	To be developed 2020	General Manager	EM&ROP	HIGH								Start				Finish			
59	Employee Code of Conduct Policy - Staff	No	Various	July 2014	Due for review June 2016 - Requires review 2020.	Internal review (operational Policy)	General Manager / Internal Review Committee	GM	MEDIUM							Start	Finish							
60	Enterprise Agreement	Yes	Various	Feb 2019	Approved by Fair Work Commissioner February 2019.	Requires Internal for approval by 30 June 2021. (operational)	General Manager / Internal Review Committee	GM	MEDIUM												Start			Finish
61	Use of Council's Common Seal Policy 6.5	No	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 142/20).	Due for review 2023.	General Manager / Executive Officer	EO	DUE 2023															
62	Implementation of Records Management System	Yes	S70E, S70G & State Archives Act	To be implemented	Requires implementation	Due 2020	Corporate Services	SFO	HIGH	Start								Finish						
63	Records Management Policy	Yes	S70E, Archives Act & Various	to be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	Corporate Services	SFO	MEDIUM				Start			Finish								
64	Asset Management Policy	Yes	S70E, S70C	To be developed	Requires development.	Adopted by Council October 2020	General Manager	GM	DUE				Start		Finish									

Item No.	Document / Item	Statutory - Y/N?	LGA Act Reference Or Other as Stipulated	Date When Last Updated	Review History	Review Status/Comments	Responsible Officer / External Resource	Lead Officer	Priority	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
65	Flora & Fauna Plans	Yes	Threatened Species Act 1995/Nature Conservation Act	2014	First review since endorsement.	Review to be undertaken by Biodiversity Officer	Manager NRM	MNRM	LOW															Start
66	Weed Management Plan	Yes	Weed Management Act 1999	Jan 2016	Every 5 years	Review to be undertaken by sub committed of NRM/C	Manager NRM	MNRM	LOW													Start		
67	Business Continuity Plan	Yes	S70E & Various	To be developed	Requires development.	To be developed 2020.	General Manager	GM	DUE 2024															
68	Pandemic Plan	Yes	S70E & Various	May 2020	Developed April 2020.	Developed, workshopped and adopted by Council April 2020. To be reviewed as required.	General Manager	EM&RPO	HIGH	Start							Hold							
69	COVID Safe Plans	Yes	S70E & Various	April 2020	Regularly Reviewed & Updated	Ongoing	General Manager	EM&RPO	MEDIUM	Ongoing														
70	Communications Strategy	Yes	S70E	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager	GM	MEDIUM							Start				Finish				
71	Communications Policy	Yes	S70E	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager	GM	MEDIUM							Start				Finish				

Property Settlement Certificates a/a 31 October 2020

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>		<u>2019/20</u>		<u>2020/21</u>	
	132	337	132	337	132	337	132	337	132	337
July	42	18	47	18	64	25	42	17	65	35
August	50	26	58	28	60	37	31	13	65	24
September	43	20	51	27	46	19	56	31	74	38
October	37	18	57	37	48	22	54	25	62	31
November	53	30	60	32	47	18	53	31		
December	35	17	38	18	40	19	36	17		
January	46	23	59	29	61	24	47	23		
February	72	33	51	20	49	30	37	18		
March	87	41	53	23	45	16	61	26		
April	48	21	61	31	50	27	15	7		
May	50	27	56	31	40	17	16	8		
June	31	16	38	21	27	17	23	14		
Total	594	290	629	315	577	271	471	230	266	128
TOTAL		884		944		848		664		394

Section 132 Certificate of Liabilities

- (1) A person referred to in subsection (2) may apply to the general manager for a certificate stating–
- (a) the amount of any liability for rates, whether due or not on the land and outstanding interest or penalty payable in relation to the land;
 - (b) any amount received on account of rates that is held in credit against future liabilities for rates in relation to the land; and
 - (c) the amount of any charge on the land recoverable by the council.
- (2) The following persons may apply for a certificate under subsection (1) :
- (a) the owner of a registered estate or interest in the land;
 - (b) an occupier of the land;
 - (c) a person who has entered or proposes to enter into a contract to purchase the land;
 - (d) a mortgagee or prospective mortgagee of the land;
 - (e) a person authorized to act on behalf of any person referred to in paragraph (a), (b), (c) or (d).

Section 337 Council Land Information Certificate

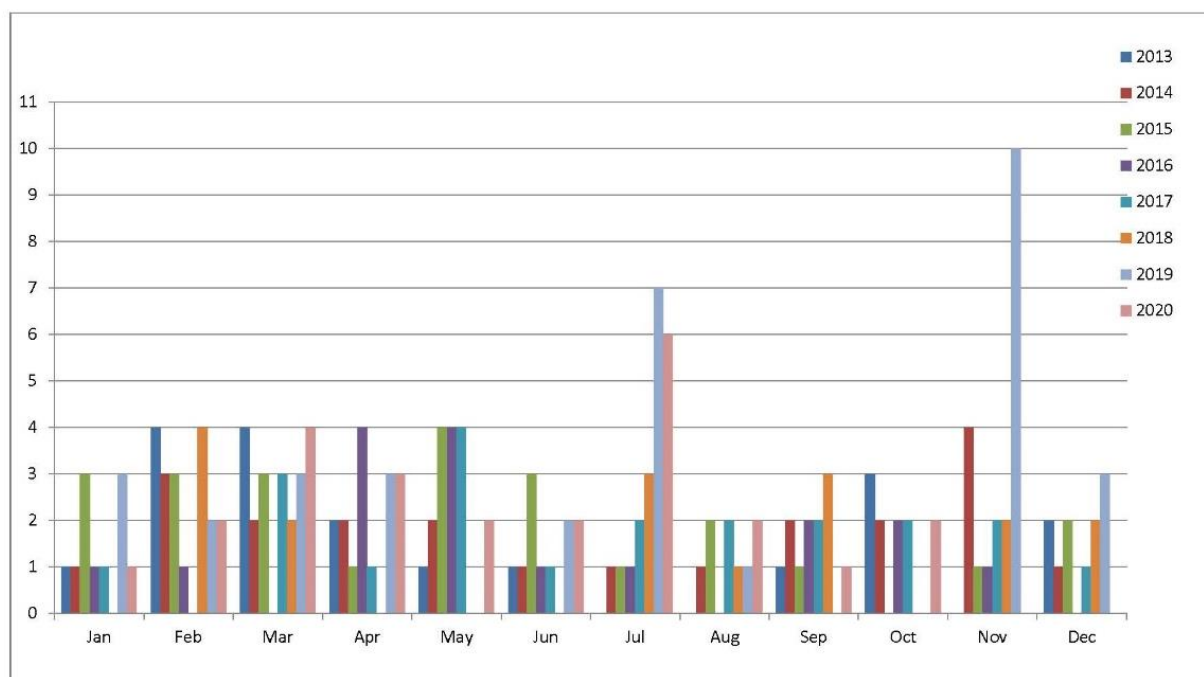
- (1) A person may apply in writing to the general manager for a certificate in respect of information relating to land specified and clearly identified in the application.
- (2) The general manager, on receipt of an application made in accordance with subsection (1), is to issue a certificate in the prescribed form with answers to prescribed questions that are attached to the certificate.
- (3) A certificate under subsection (2) relates only to information that the council has on record as at the date of issue of the certificate.
- (4) A prescribed fee is payable in respect of the issue of a certificate.
- (5) The general manager, on request, may provide in or with the certificate any other information or document relating to the land that the general manager considers relevant.
- (6) A council does not incur any liability in respect of any information provided in good faith from sources external to the council.
- (7) A person, with the consent of the occupier or owner of specified land, may request in writing to the general manager that an inspection be carried out of that land to obtain supplementary information relevant to that land.
- (8) If the general manager agrees to a request under subsection (5) or (7), the general manager may impose any reasonable charges and costs incurred.
- (9) In this section –
- land** includes –
- (a) any buildings and other structures permanently fixed to land; and
 - (b) land covered with water; and
 - (c) water covering land; and
 - (d) any estate, interest, easement, privilege or right in or over land.

Rates Balance Sheet a/a 31 October 2020

Brought Forward Debit Total		\$275,825.08
Brought Forward Credit Total		-\$156,919.12
BALANCE BROUGHT FORWARD		\$118,905.96
PLUS		
Interest Charged		\$4,065.17
Penalty Charged		\$0.00
Rates Levied		\$8,740,872.62
Debit Journals	\$32,392.04 (less \$796.69 being since undone)	\$31,595.35
DEBIT TOTAL		\$8,776,533.14
LESS		
Receipts		\$4,147,373.44
Receipts Undone		-\$975.26
Discounts		\$0.00
Pension Rebates		\$280,880.04
Credits Journals	\$66,224.19 (less \$739.17 being since undone)	\$65,485.02
Supplementary Credits		\$26,844.32
Other Credits		\$0.00
CREDIT TOTAL		\$4,519,607.56
THIS YEAR'S BALANCE		\$4,256,925.58
RATES BALANCE		\$4,375,831.54

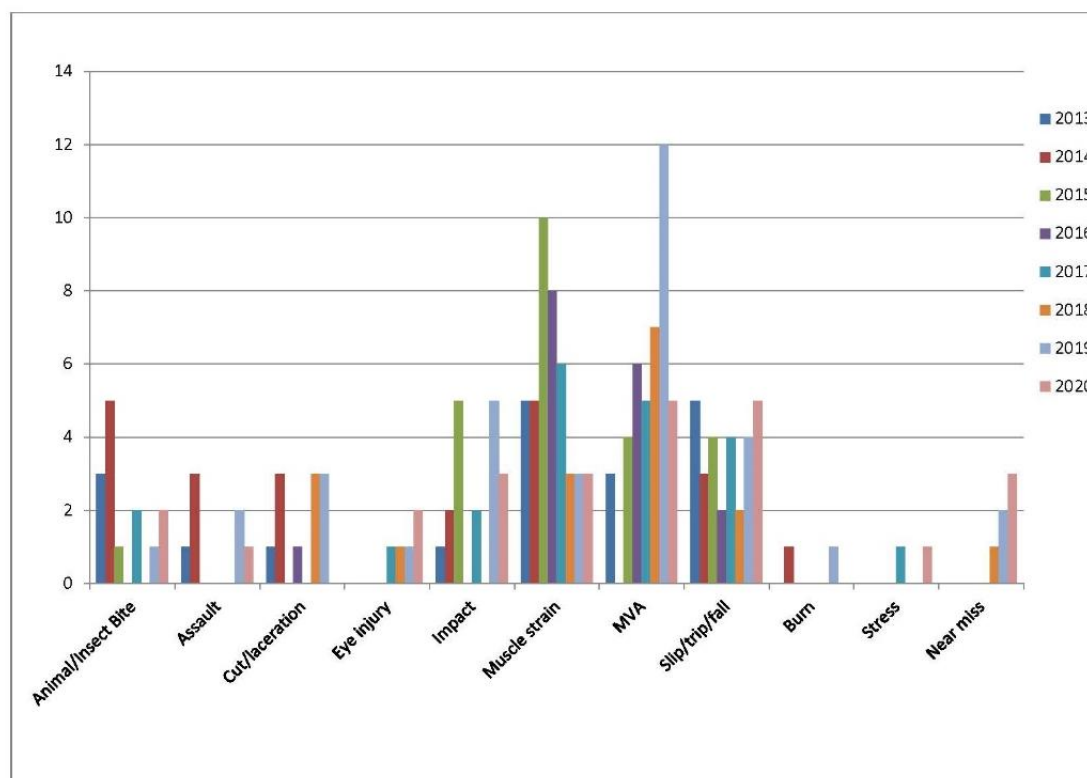
Health, Safety, Other

Incident/Accident Reporting Numbers November 2013 until October 2020



Analysis: Twenty Five Incident / Accident / Near Miss have been reported in the 2020 calendar year.

Incident / Accident Reporting by type 2013 until October 2020



Analysis: No identifiable trends have been reported in 2020, slip/trip/falls and MVA remain the min Incident / Accident / Near Miss area.

Motor Vehicle Reports in 2019 and 2020

Date	Details	Risk Level
31/1/2019	Drove car over piece of concrete, damage to vehicle	Low
5/2/2019	Rock hit windscreen from passing vehicle	Low
15/2/2019	Travelling with concrete in front bucket piece went through gear box	Low
26/3/2019	Mower slipped into culvert and hit rock retaining wall	Low
14/4/2019	Right hand side of vehicle hit a kangaroo, damage to vehicle	Medium
25/4/2019	Reversed truck into ute	Medium
11/7/2019	Hit other vehicle damage to right hand side mirror at low speed	Low
30/7/2019	Stone chip in windscreen	Low
31/7/2019	Reversing vehicle hit gate	Low
7/11/2019	Stone chip in windscreen	Low
11/11/2019	Reversed 10 yard truck into excavator damaging cab	Medium
19/11/2019	Stone chip in windscreen	Low
18/2/2020	Damage to passenger side front panel	Low
29/4/2020	Stone chip in windscreen	Low
16/7/2020	Cracked mirror	Low
30/7/2020	Truck hit some scrub on the side of the road damaged indicator	Low
17/8/2020	Loading truck with excavator, door opened and hit tray of truck	Low

Use of Council Seal

Date	Details	Signature
5/8/2020	Boat Ramp	Acting Mayor
14/8/2020	Final Plan DA 2019/09	Acting General Manager
18/8/2020	Contract of Employment – General Manager	Acting Mayor
10/9/2020	Final Plan	Acting General Manager
14/9/2020	Lease UTAS – Rectory Street, Building	Acting General Manager
15/9/2020	Acquisition by the Crown: Land 311 Harvey Farm Road	Acting General Manager
30/10/2020	Subdivision Application 2019/28	General Manager

Community Small Grants Programme

Name	Amount Donated \$	Council Decision No.
Freycinet Volunteer Marine Rescue Association	1,000	263/20

Planning Statistics as at 31 October 2020

PLANNING	Aug/Sept/Oct	YTD*
Development Applications Received (Total)	110 (16 subdivisions)	261
Development Applications Approved	50	143
Development Applications Accepted	41	72
Development Applications Embryonic	17	34
Development Applications Refused	1 (adhesion order)	2
Applications Cancelled	1 (duplicate)	1
Development Applications Withdrawn	0	9
*1 Jan 2020 - 31 Oct 2020		

Statutory Building as at 31 October 2020

BUILDING & PLUMBING	Aug - Oct	YTD*
Building Permits Approved	21	73
Plumbing Permits Approved	14	39
Notifiable Building Work Approved	18	56
Notifiable Plumbing Work Approved	22	67
Low Risk Building Work	7	18
Low Risk Plumbing Work	4	24
Permit of Substantial Compliance	1	2
Building Certificates	2	2
*Calendar Year		

COMPLIANCE	Aug - Oct	YTD
Building Notices issued	0	0
Building Orders issued	0	0
Planning Compliance	0	0
Planning – Notice Of Suspected Contravention	0	0

Animal Control

Total dogs registered for the 2020/2021 period: 951

Profit and Loss - Governance

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Statutory Charges	81	0	81	0%	0	
Total Trading Income	81	0	81	0%	0	
Gross Profit	81	0	81	0%	0	
Operating Expenses						
Employee Costs	58,188	138,926	(80,738)	-58%	419,277	1
Materials & Services	140,091	68,314	71,777	105%	139,739	2
Depreciation	13,332	13,332	0	0%	40,000	
Other Expenses	43,646	53,312	(9,666)	-18%	162,429	
Total Operating Expenses	255,257	273,884	(18,627)	-7%	761,445	
Net Profit	(255,176)	(273,884)	18,708	-7%	(761,445)	

Notes

1. Employee costs are down \$81k on budget YTD due to the GM vacancy during the first quarter.
2. Materials & services are up \$71k on budget YTD primarily due to contractor engaged to cover the acting GM vacancy and election costs of \$31k for the bi-election.

Profit and Loss - Works

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	1,087,292	1,090,555	(3,263)	0%	1,090,555	
User Charges	32,335	15,300	17,035	111%	47,600	
Grants	128,898	124,918	3,980	3%	1,035,677	
Other Revenue	18,086	2,884	15,202	527%	8,650	
Net Gain/Loss Assets - Gross sales revenue of asset	16,387	0	16,387	0%	0	
Total Trading Income	1,282,998	1,233,657	49,341	4%	2,182,482	
Gross Profit	1,282,998	1,233,657	49,341	4%	2,182,482	
Capital Grants						
Grants Commonwealth Capital - Other	1,100,000	2,000,000	(900,000)	-45%	3,992,500	1
Grants Commonwealth Capital - Roads to Recovery	7,824	0	7,824	0%	1,003,468	
Grants State Capital - Other	146,000	0	146,000	0%	500,000	2
Total Capital Grants	1,253,824	2,000,000	(746,176)	-37%	5,495,968	
Operating Expenses						
Employee Costs	539,953	636,574	(96,621)	-15%	1,915,456	3
Materials & Services	782,037	892,530	(110,493)	-12%	2,706,368	4
Depreciation	546,436	546,436	0	0%	1,639,315	
Interest	3,627	3,668	(41)	-1%	11,004	
Internal Plant Hire	(78,142)	(73,188)	(4,954)	7%	(174,554)	
Total Operating Expenses	1,793,912	2,006,020	(212,108)	-11%	6,097,589	
Net Profit	(510,914)	(772,363)	261,449	-34%	(3,915,107)	

Notes

1. Commonwealth capital grants are down \$900k on budget YTD to the timing of payments for grant milestones being pushed out from original estimates.
2. State capital grants are over budget by \$146k which relates to the carry forward of unspent grants at the end of last financial year which relate to the Coles Bay Boat Trailer Parking which is now completed.
3. Employee costs are down \$97k on budget YTD primarily due to the focus of works on capital projects for the YTD.
4. Materials & services are down \$110k on budget YTD primarily due to the focus of works on capital projects for the YTD.

Capital Works as at 31 October 2020

Glamorgan Spring Bay Council
as at 31 October 2020

New Capital	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress
Roads, Footpaths, Kerbs					
Swanwick Rd, Swanwick - Swanwick Dr to Hazards View Dr - Concrete Footpath approx. 400m. Southern side.	-	95,000	95,000		Procurement in Progress Drought Relief Grant
Wellington St, Swansea - Noyes St to Vistoria St - Concrete Footpath approx. 220m. Southern side.	-	60,000	60,000		Procurement in Progress Drought Relief Grant
Noyes St, Swansea - Franklin St to Wellington St - Concrete Footpath approx. 200m. Eastern side	-	65,000	65,000		Procurement in Progress Drought Relief Grant
Elizabeth St, Orford - Charles St to Gore St - Concrete Footpath approx. 220m Northern Side	35,500	54,000	54,000		50% Complete Drought Relief Grant
Charles St, Triabunna - Rec Ground entrance - Concrete Footpath approx 400m. Western Side	1,140	103,000	103,000		Procurement in Progress Drought Relief Grant
Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	262	115,000	115,000		Procurement in Progress Drought Relief Grant
Tasman Highway, Bichen - Harvey's Farm Rd to Douglas St - Concrete footpath approx. 1200m. Eastern side.	262	403,000	403,000		Project manager & designer awarded Drought Relief Grant
Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	103,537	100,000	100,000		Complete Community Infrastructure Fund
R2R - Nugent Rd Seal - Carry forward from 2019/20 + EMF	-	50,000	40,775	9,225	Planned for November \$12,775, RTR + EMF \$28k
Dolphin Sands Share Pathway	197,294	374,608	374,608		95% Complete Fed Grant Fund (\$1.0m commenced 19/20)
Swansea Main Street Upgrade	434	400,000	400,000		Project manager & designer awarded. Fed Grant Funding in 21/22
Total Roads, Footpaths, Kerbs	338,428	1,819,608	1,810,383	9,225	
Parks, Reserves, Walking Tracks, Cemeteries					
Coles Bay Trailer Parking - c/fwd project	150,505	155,462	155,462		Complete DPIPWE Funds
Swansea Boat Trailer Parking	4,542	500,000	500,000		Detailed design underway & Crown land approvals in progress. DPIPWE Funds
Bichen Triangle	436	600,000	600,000		Project manager & designer being awarded. Fed Grant Fund
Coles Bay Foreshore	2,447	800,000	800,000		Project manager & designer awarded Fed Grant Fund
Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	-	25,000	25,000		Procurement in progress Drought Relief Grant
Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	-	25,000	25,000		Procurement in progress Drought Relief Grant
Buckland Walk	-	60,000	-	60,000	Community Consultation underway Pending Council decision
Total Parks, Reserves, Walking Tracks, Cemeteries	157,931	2,165,462	2,105,462	60,000	
Plant & Equipment					
Small plant	-	31,000		31,000	Ordered
Skidsteer	41,500	41,000		41,000	Waiting delivery
New Vehicle GM	44,568	45,000		45,000	Complete
IT Computer Equipment	8,567	30,000		30,000	29%
Total Plant & Equipment	94,635	147,000	-	147,000	
Total New Capital	590,995	4,132,070	3,915,845	216,225	

Renewal of Assets	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Roads, Footpaths, Kerbs						
RTR - RSPG Rheban Rd Resheeting / realignment for bridge	-	100,000	50,000	50,000		RTR 50% Safety & Productivity Grant 50% (to be confirmed)
Resheeting	-	-	-	-		
Emergency Repairs - Old Coach Rd Resheet	16,423	210,000	157,500	52,500		8% 75% funded by EMF
Emergency Repairs - McNiels Rd Resheet 3.1km	-	60,000	45,000	15,000		75% funded by EMF
Emergency Repairs - Wielangta Rd Resheet 7km	440	125,000	100,000	25,000		75% funded by EMF
Emergency Repairs - Springs & Crossins Rd Resheet	-	17,000	12,750	4,250		75% funded by EMF
Emergency Repairs - Rosedale Rd Resheet 4.4km	18,276	80,000	60,000	20,000		23% 75% funded by EMF
Emergency Repairs - Nugent Rd Resheet	-	45,000	30,000	15,000		75% funded by EMF
Resheet - to be allocated	-	59,025	-	59,025		
R2R - Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	1,140	150,000	150,000		Investigations for design started	
R2R - Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), reconstruct, Reseal & Streetscape	-	326,631	326,631			May need additional funds in 21/22 RTR allocation
Total Roads, Footpaths, Kerbs	36,279	1,172,656	931,881	240,775		
Parks, Reserves, Walking Tracks, Cemeteries						
Bicheno Walk - Bridge replacement - carried forward from 2019/20	701	30,000	20,000	10,000	Procurement in Progress	Community Infrastructure Fund
Total Parks, Reserves, Walking Tracks, Cemeteries	701	30,000	20,000	10,000		
Stormwater, Drainage						
Mount St Orford - Kerb & channel	3,660	-	-	-	In progress	
Nailer Ave & Gamble St Bicheno - New culvert	270	-	-	-	In progress	
Address stormwater infrastructure issues - projects to be determined and approved by Council	45,695	500,000	-	500,000		9%
Total Stormwater, Drainage	49,625	500,000	-	500,000		
Council Buildings						
Triabunna Depot - Dog Pound Upgrades - carried forward from 2019/20	-	11,000	-	11,000		
Swansea Depot - Dog Pound Upgrades - carried forward from 2019/20	-	7,000	-	7,000		
Bicheno Depot - Dog Pound Upgrades - carried forward from 2019/20	-	7,000	-	7,000		
RSL Cenotaph - new memorial and relocate plaques - c/fw project	1,182	35,000	-	35,000	Plaques removed from old memorial and procurement in progress	
Buckland Community Hall - replacement of steps to the entrance	-	55,000	55,000	-		Drought Relief Grant
Buckland Community Hall - ramp access	-	45,000	45,000	-	Programmed Approved by Fed Gov't	Community Infrastructure Fund
Coles Bay Tennis Courts - Resurface/Reconstruct+B19	-	65,000	65,000	-	Programmed Approved by Fed Gov't	Community Infrastructure Fund
Replace Fencing, paving & awning Swansea Child Care Centre	-	25,000	25,000	-	Programmed Approved by Fed Gov't	Community Infrastructure Fund
Bicheno Medical Centre - Refurb Treatment Room	-	25,000	25,000	-	Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Courthouse Drainage Works	-	25,000	25,000	-	Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Community Hall - Toilet Refurbishment	-	40,000	40,000	-	Programmed Approved by Fed Gov't	Community Infrastructure Fund
Total Council Buildings	1,182	340,000	280,000	60,000		
Bridges, Culverts						
Orford Bridge Replacement	282,348	990,840	990,840	-	50% Complete, bridge works done. Road works to commence in Nov.	\$1.02m project started May 2019. Fully Federal Grant funded
Holkham Crt Culvert	-	56,087	56,087	-	Design commenced	Community Infrastructure Fund
RTR - BRP Rheban Rd Griffith River Bridge	7,941	300,000	300,000	-	Commenced preliminaries	RTR/BRP 50% EMF50% (to be confirmed)
Total Bridges, Culverts	290,290	1,346,927	1,346,927	-		

Plant & Equipment	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Wheel loader (replace backhoe)	265	122,000		122,000	Ordered	
Replace Animal Control Vehicle	31,635	35,000		35,000	Complete	
Plant replacement - replace 3 utes/works vehicles	-	109,230		109,230	Ordered Nov	
Total Plant & Equipment	31,900	266,230	-	266,230		
Total Renewal Capital	409,976	3,655,813	2,578,808	1,077,005		
Total Capital Works	1,000,970	7,787,883	6,494,653	1,293,230		

Profit and Loss – Corporate Services

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	7,078,131	7,037,408	40,723	1%	7,037,408	
Statutory Charges	32,535	23,332	9,203	39%	70,000	
Grants	22,686	32,278	(9,593)	-30%	255,990	
Interest & Investment Revenue	6,346	2,988	3,358	112%	15,200	
Other Revenue	217,207	256,419	(39,212)	-15%	303,000	
Net Gain/Loss Assets - Gross sales revenue of asset	0	0	0	0%	0	
Other Income - Local Government Rebates	(22,845)	0	(22,845)	0%	0	
Total Trading Income	7,334,059	7,352,425	(18,366)	0%	7,681,598	
Gross Profit	7,334,059	7,352,425	(18,366)	0%	7,681,598	
Capital Grants						
Grants Commonwealth Capital - Other	0	200,000	(200,000)	-100%	200,000	1
Total Capital Grants	0	200,000	(200,000)	-100%	200,000	
Operating Expenses						
Employee Costs	224,952	250,204	(25,252)	-10%	729,400	
Materials & Services	806,885	816,770	(9,885)	-1%	1,605,222	
Depreciation	0	21,072	(21,072)	-100%	63,213	
Interest	(2,210)	150	(2,360)	-1574%	5,000	
Other Expenses	1,595	25,000	(23,405)	-94%	65,000	
Materials and Services - Remissions	0	33,332	(33,332)	-100%	100,000	
Total Operating Expenses	1,031,222	1,146,528	(115,306)	-10%	2,567,835	
Net Profit	6,302,837	6,205,897	96,940	2%	5,113,763	

Notes

1. Commonwealth Capital Grants is down \$200k on budget YTD due to the delay in final audit sign off for the Drought Relief Grants for the rounds 1 program (2019/20). This is now completed and payment should be made in coming weeks.

Profit and Loss – Development

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	8,970	0	8,970	0%	0	
Statutory Charges	193,752	128,698	65,054	51%	376,549	1
User Charges	273	0	273	0%	0	
Contributions	36,945	9,832	27,113	276%	30,000	
Other Revenue	515	0	515	0%	50	
Total Trading Income	240,455	138,530	101,925	74%	406,599	
Gross Profit	240,455	138,530	101,925	74%	406,599	
Operating Expenses						
Employee Costs	169,444	223,500	(54,056)	-24%	675,500	2
Materials & Services	302,475	195,067	107,408	55%	586,800	3
Depreciation	5,532	5,532	0	0%	16,600	
Interest	471	0	471	0%	1,000	
Total Operating Expenses	477,922	424,099	53,823	13%	1,279,900	
Net Profit	(237,467)	(285,569)	48,102	-17%	(873,301)	

Notes

1. Statutory charges are up \$65k on budget YTD due to a higher level of development applications than expected.
2. Employee costs are down \$54k on budget YTD due to vacancies, which have now been filled, and staff on extended leave.
3. Materials & services are up \$107k due to contractors engaged to cover staff vacancies.

Profit and Loss – Community Development

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Trading Income					
Interest & Investment Revenue	310	663	(353)	-53%	2,650
Other Revenue	15,029	12,898	2,131	17%	41,705
Total Trading Income	15,339	13,561	1,778	13%	44,355
Gross Profit	15,339	13,561	1,778	13%	44,355
Operating Expenses					
Employee Costs	66,712	55,088	11,624	21%	165,265
Materials & Services	16,178	47,872	(31,694)	-66%	126,851
Depreciation	0	10,000	(10,000)	-100%	30,000
Total Operating Expenses	82,889	112,960	(30,071)	-27%	322,116
Net Profit	(67,551)	(99,399)	31,848	-32%	(277,761)

Profit and Loss – Buildings & Facilities

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Other Revenue	21,920	7,440	14,480	195%	22,320	
Total Trading Income	21,920	7,440	14,480	195%	22,320	
Gross Profit	21,920	7,440	14,480	195%	22,320	
Capital Grants						
Grants State Capital - Other	0	50,000	(50,000)	-100%	100,000	1
Total Capital Grants	0	50,000	(50,000)	-100%	100,000	
Operating Expenses						
Employee Costs	23,910	23,800	110	0%	72,400	
Materials & Services	45,728	78,262	(32,534)	-42%	245,481	
Depreciation	71,668	71,668	0	0%	215,000	
Interest	471	376	95	25%	1,128	
Total Operating Expenses	141,777	174,106	(32,329)	-19%	534,009	
Net Profit	(119,857)	(166,666)	46,809	-28%	(511,689)	

Notes

1. State Capital Grants are down \$50k on budget YTD due to the timing of grant funds being paid for the Saltworks Jetty project.

Profit and Loss – Marina & Wharf

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Trading Income					
User Charges	228,474	247,300	(18,826)	-8%	363,700
Total Trading Income	228,474	247,300	(18,826)	-8%	363,700
Gross Profit	228,474	247,300	(18,826)	-8%	363,700
Operating Expenses					
Employee Costs	11,696	10,000	1,696	17%	30,000
Materials & Services	36,282	47,052	(10,770)	-23%	107,150
Depreciation	34,064	34,064	0	0%	102,188
Interest	2,321	29,052	(26,731)	-92%	87,150
Total Operating Expenses	84,363	120,168	(35,805)	-30%	326,488
Net Profit	144,111	127,132	16,979	13%	37,212

Profit and Loss - NRM

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	NRM
Trading Income						
User Charges	6,546	0	6,546	0%	0	
Grants	306,220	174,000	132,220	76%	174,000	1
Other Revenue	2,578	0	2,578	0%	0	
Total Trading Income	315,344	174,000	141,344	81%	174,000	
Gross Profit	315,344	174,000	141,344	81%	174,000	
Operating Expenses						
Employee Costs	95,144	87,096	8,048	9%	130,641	
Materials & Services	6,761	93,000	(86,239)	-93%	279,000	2
Total Operating Expenses	101,906	180,096	(78,190)	-43%	409,641	
Net Profit	213,438	(6,096)	219,534	-3601%	(235,641)	

Notes

1. Grant revenue is up on budget YTD due to \$132k being carried forward in unspent grants at end of last financial year.
2. Materials & services are down \$86k on budget YTD due to the timing of spending to meet grant milestones.

Profit and Loss – Animal Control

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Trading Income					
Statutory Charges	110	0	110	0%	2,000
User Charges	8,874	12,700	(3,826)	-30%	13,500
Total Trading Income	8,984	12,700	(3,716)	-29%	15,500
Gross Profit	8,984	12,700	(3,716)	-29%	15,500
Operating Expenses					
Employee Costs	1,075	17,956	(16,881)	-94%	55,270
Materials & Services	7,887	5,268	2,619	50%	16,510
Depreciation	0	5,332	(5,332)	-100%	16,000
Total Operating Expenses	8,962	28,556	(19,594)	-69%	87,780
Net Profit	22	(15,856)	15,878	-100%	(72,280)

Profit and Loss – Medical Centres

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	536,677	535,500	1,177	0%	535,500	1
Other Revenue	429,921	330,000	99,921	30%	1,000,000	
Total Trading Income	966,599	865,500	101,099	12%	1,535,500	
Gross Profit	966,599	865,500	101,099	12%	1,535,500	
Operating Expenses						
Employee Costs	195,249	193,402	1,847	1%	581,750	2
Materials & Services	356,900	281,522	75,378	27%	851,005	
Depreciation	30,332	30,332	0	0%	91,000	
Interest	389	432	(43)	-10%	1,300	
Total Operating Expenses	582,869	505,688	77,181	15%	1,525,055	
Net Profit	383,730	359,812	23,918	7%	10,445	

Notes

1. Other revenue is up \$99k on budget YTD due to additional locum doctors being available to cater for the increased demand on GP services
2. Materials & services are up \$75k on budget YTD due to engagement of locum GPs.

Profit and Loss – Visitor Information Centres

Glamorgan Spring Bay Council For the 4 months ended 31 October 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
User Charges	19,887	0	19,887	0%	0	
Other Revenue	5,713	0	5,713	0%	0	
Total Trading Income	25,600	0	25,600	0%	0	
Gross Profit	25,600	0	25,600	0%	0	
Operating Expenses						
Employee Costs	86,984	163,000	(76,016)	-47%	163,000	1
Materials & Services	22,183	38,367	(16,184)	-42%	38,367	
Depreciation	4,025	4,025	0	0%	4,025	
Other Expenses	1,459	0	1,459	0%	0	
Total Operating Expenses	114,651	205,392	(90,741)	-44%	205,392	
Net Profit	(89,051)	(205,392)	116,341	-57%	(205,392)	

Notes

1. Employee Costs are down \$76k on budget YTD due to reduced opening hours, staff taking redundancies early and staff being redeployed into other roles withing Council.

2020-2021 Annual Plan Actions – Update as at 31 October 2020

Strategic Foundation

1. Our Governance and Finance

Sound governance and financial management that shows Council is using ratepayer funds to deliver best value and impact for the GSBC community.

Action Item No.	Action 2020/21	SP Reference	Function	Progress
AP202021.01	Budget review completed for 2020/21	Set realistic budgets and monitor income and expenditure closely	Corporate Services	To commence after 31 December 2020
AP202021.02	Rates modelling completed	Raising revenue to enable Council to perform its key functions	Corporate Services	Not yet started
AP202021.03	Records Management System implementation project completed	Sound governance (records management)	Corporate Services	95% Complete
AP202021.04	Develop Risk Register	Sound governance (risk management)	Corporate Services	Commenced
AP202021.05	Develop Business Continuity Plan	Sound governance (risk management)	Corporate Services	70% Complete

Action Item No.	Action 2020/21	SP Reference	Function	Progress
AP202021.06	IT backups monitored & checked	Sound governance (risk management)	Corporate Services	Occurring daily
AP202021.07	Cyber security – training for key users	Sound governance (risk management)	Corporate Services	Not yet commenced
AP202021.08	Disaster recovery quarterly testing of IT backups	Sound governance (risk management)	Corporate Services	Occurring
AP202021.09	Implement new payroll system	Sound governance and financial management	Corporate Services	Underway, due for go live in November
AP202021.10	Develop budget for 2021/22	1. Set realistic budgets and monitor income and expenditure closely 2. Set clear annual budget priorities to meet needs of community expectations in consultation with the community 3. Planned asset renewal expenditure based on agreed asset management plans 4. Manage cash flow tightly to ensure that	Corporate Services	Due to commence Feb/March 2021

Action Item No.	Action 2020/21	SP Reference	Function	Progress
		current liabilities can be paid from unrestricted (available) cash		
AP202021.11	Rates resolution reviewed and updated for 2021/22	Raising revenue to enable Council to perform its key functions	Corporate Services	Due to commence May/June 2021
AP202021.12	Fees & charges register reviewed and updated for 2021/22	Raising revenue to enable Council to perform its key functions	Corporate Services	Due to commence April/May 2021
AP202021.13	Gifts & benefits policy reviewed	Refresh and update Council policies, strategies & plans	Governance	Commencing in November
AP202021.14	Payment of Councillor Allowances & expenses policy reviewed	Refresh and update Council policies, strategies & plans	Governance	Not yet commenced
AP202021.15	Provision of Councillor equipment policy reviewed	Refresh and update Council policies, strategies & plans	Governance	Not yet commenced

Action Item No.	Action 2020/21	SP Reference	Function	Progress
AP202021.16	Records Management Policy developed	Refresh and update Council policies, strategies & plans	Corporate Services	Commenced
AP202021.17	Personal & Private Information Policy reviewed	Refresh and update Council policies, strategies & plans	Corporates Service / Governance	Commenced
AP202021.18	Long Term Finance Plan developed	Refresh and update Council policies, strategies & plans	Corporate Services	Commenced
AP202021.19	Code of Tenders & Contracts reviewed	Refresh and update Council policies, strategies & plans	Corporate Services	In progress
AP202021.20	Purchasing Policy developed	Refresh and update Council policies, strategies & plans	Corporate Services	In progress
AP202021.21	Finance Strategy	Refresh and update Council policies, strategies & plans	Corporate Services	Not yet commenced
AP202021.22	Investment policy reviewed	Refresh and update Council policies, strategies & plans	Corporate Services	Not yet commenced
AP202021.23	Debt Collection Policy developed	Implement a dedicated process to ensure rates & other	Corporate Services	Not yet commenced

Action Item No.	Action 2020/21	SP Reference	Function	Progress
		fees are collected in a timely manner		
AP202021.24	Review Operational Activities and Structure	Identify current activities that are non-core to Council and develop plans to manage, exit or outsource them	Governance	Commenced

Strategic Foundation

2. Our Community's Health & Wellbeing

Cohesive, inclusive and resilient communities that work together across the region to make the most of our collective talents, skills and resources and help and support each other.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.25	Australia Day Awards & Celebrations	Encourage and support the arts, cultural activities, programs and events	Community Development	Nomination advertised. Planned for January
AP202021.26	Manage the Australian Citizenship Ceremonies and provide support to the Mayor	Attract and welcome people of all backgrounds, cultures and ages to live in our region	Community Development	Ongoing

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.27	Manage the Spring Bay Eldercare Units in Triabunna	Attract and welcome people of all backgrounds, cultures and ages to live in our region	Community Development	Ongoing
AP202021.28	Manage Small Grants Program	Encourage and support the arts, cultural activities, programs and events	Community Development	Ongoing
AP202021.29	Facilitate Seniors' Week Events with emphasis on zero waste, in collaboration with NRM Sustainability Officer	1. Support and facilitate social and community events that promote community health and wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Completed
AP202021.30	Develop and implement programs that promote community health & wellbeing	Support and facilitate social and community events that promote community health & wellbeing	Community Development	Ongoing Dementia friendly Bicheno event planned for November

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.31	Hold Seniors Morning/Afternoon tea sessions with guest speakers addressing mental health issues	Work with health professionals to enhance the physical and mental health of ageing people	Community Development	Complete
AP202021.32	Work in partnership with Festival of Voices to organize the annual Festival of Voices Coastal event at the Tasmanian Bushland Garden (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Event planned for June
AP202021.33	Support Festival of Small Halls (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Possibly held in February, still under review due to COVID restrictions

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.34	Submit entries for our towns in the Keep Australia Beautiful Tasmania Sustainable Communities Awards in collaboration with NRM Sustainability Officer	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development Natural Resource Management	Complete Award ceremony planned for 6 November
AP202021.35	Support May Shaw Health Centre Inc. by organizing some entertainment events for residents at various times throughout the year	Support and facilitate social and community events that promote community health & wellbeing	Community Development	Planned for December, dependent on COVID restrictions
AP202021.36	Organise various events for seniors, including bus trips, concerts, live theatre, choral events, cooking classes, etc. (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts,	Community Development	Play to be held in November for Swansea

Action Item	Action 2020/21	SP Reference	Function	Progress
		cultural activities, programs and events		
AP202021.37	Support second-year UTAS medical students during their annual visit to Triabunna for Rural Week.	1. Support and facilitate social and community events that promote community health and wellbeing 2. Work with health professionals to enhance the physical and mental health of ageing people	Community Development	Waiting on advice from UTAS
AP202021.38	Youth Activities – Support Reclink Football Program	Support and facilitate social and community events that promote community health & wellbeing	Community Development	Cancelled
AP202021.39	Facilitate and support our local school choirs in participating in the annual Festival of Voices – Tasmania Sings	1. Support and facilitate social and community events that promote community health & wellbeing	Community Development	Planned for May/June

Action Item	Action 2020/21	SP Reference	Function	Progress
		2. Encourage and support the arts, cultural activities, programs and events		
AP202021.40	Support our local schools in attending the annual Youth Leadership Conference in Huonville	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Planned for March/April
AP202021.41	Support the Glamorgan Spring Bay Youth Council	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.42	Organise Youth Week activities	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Planned for April
AP202021.43	Coordinate Annual Photography Competition	Encourage and support the arts, cultural activities, programs and events	Community development	Planned for March
AP202021.44	Produce and distribute 2021 calendar.	Encourage and support the arts, cultural activities, programs and events	Community development	At printers
AP202021.45	Facilitate at least one major Community Event during the year (subject to and in line with COVID restrictions)	Encourage and support the arts, cultural activities, programs and events	Community Development	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.46	SeaSpeak newsletter published annually distributed with rates notices. Quarterly SeaSpeak distributed via email, local businesses and post offices	<p>1. Communicate and explain Council's decisions and reasons in an open and timely manner</p> <p>2. Create an informed and involved community by developing relevant and accessible communication channels</p>	Governance/ Community Development	Annual one sent with rates notice in July. September quarter printed and distributed
AP202021.47	Hold regular community connect sessions throughout the municipality	<p>1. Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers</p> <p>2. Communicate and explain Council's decisions and reasons</p>	Governance	Meetings held at Coles Bay and Cranbrook. New schedule to be developed

Action Item	Action 2020/21	SP Reference	Function	Progress
		in an open and timely manner 3. Create an informed and involved community by developing relevant and accessible communication channels		
AP202021.48	Commence development of Community Recovery Plan	Refresh and update Council policies, strategies & plans	Emergency & Risk Management / Community Development	Commenced
AP202021.49	Review environmental by-law	Council policies, strategies & plans	Development Services	Commenced
AP202021.50	Review policy for stalls and kerbside vendors	Council policies, strategies & plans	Development Services	Commenced
AP202021.51	Review Dog Management Policy	Council policies, strategies & plans	Development Services	Document reviewed ready for Council workshop and community consultation. Waiting on government review of regulations and pursuant changes to follow
AP202021.52	Community Small Grants Program reviewed	Council policies, strategies & plans	Community Development	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.53	Community Small Grants Policy reviewed	Council policies, strategies & plans	Community Development	Not yet commenced
AP202021.54	Corporate branding/style guide developed	Council policies, strategies & plans.	Governance	Not yet commenced
AP202021.55	Communication strategy developed	Develop and implement Council communication strategy & plan	Governance	Not yet commenced
AP202021.56	Communications plan developed	Develop and implement Council communication strategy & plan	Governance	Not yet commenced
AP202021.57	Economic Development Plan commenced	Commence development of an Economic Plan for the GSB region	Development Services	Not yet commenced

Strategic Foundation

3. Our People

Creating a positive working environment where elected members, staff and volunteers can give their best in performing their roles for Council and community.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.58	Annual staff engagement survey developed and completed	Carry our annual staff engagement survey and address key findings	Governance	Not yet commenced
AP202021.59	Enterprise Agreement negotiated	Creating a positive work environment	Corporate Services/Governance	Not yet commenced
AP202021.60	Define organisational Values & Behaviours	Define & embed a clear set of organisational Values & Behaviours	Governance	Not yet commenced
AP202021.61	Pandemic Plan Review	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Completed
AP202021.62	Outbreak Plan Developed	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Completed

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.63	COVID Safe Plans Review and Update as needed	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Ongoing
AP202021.64	Employee code of conduct reviewed	Refresh and update Council policies, strategies & plans	Governance	Not yet commenced

Strategic Foundation

4. Infrastructure and Services

Delivering high quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.65	Website Forms reviewed	Address and upgrade complaints management system in 2020	Corporate Services/Works & Infrastructure	Investigations commenced
AP202021.66	Commence upgrade to new cloud version of Property Wise (Council Wise) including implementation of Customer Request Management module	Address and upgrade complaints management system in 2020	Corporate Services	Due to commence March

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.67	Road condition assessments completed	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Completed
AP202021.68	Audit of critical assets completed	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Commenced, Buildings completed
AP202021.69	Long Term Asset Management Plan	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	40% Completed
AP202021.70	Asset Management Strategy	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.71	Asset Management Policy	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Completed
AP202021.72	Condition assessment of Playground equipment	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities	Completed
AP202021.73	Condition assessment of Buildings	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities	Completed
AP202021.74	Condition assessment of Marine Infrastructure	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities	Commenced
AP202021.75	Asbestos register	Complete all asset management plans &	Buildings & Facilities	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
		policies for Council Infrastructure (including assessment of condition) in 2020		
AP202021.76	Investigate upgrade from Exponaire to new web based version. Add asset information to GIS	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Works & Infrastructure	Investigation complete, proceeding with upgrade waiting on confirmation for timeframes
AP202021.77	Dial before you dig upgrade (DBYD) link to GIS system to protect Council's assets.	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Works & Infrastructure	Not yet commenced
AP202021.78	Triabunna Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Commenced
AP202021.79	Swansea Depot - Dog Pound Upgrades	Delivering high quality, cost effective	Buildings & Facilities	Commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
		infrastructure and services that meet the needs of our communities, residents and visitors		
AP202021.80	Bicheno Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Commenced
AP202021.81	RSL Cenotaph - new memorial and relocate plaques	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Cenotaph ordered; Building Approval required
AP202021.82	Replace Fencing, paving & awning Swansea Child Care Centre	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Not yet commenced, project now approved under grant program

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.83	Bicheno Medical Centre - Refurb Treatment Room	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Not yet commenced, project now approved under grant program
AP202021.84	Swansea Courthouse Drainage Works	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Not yet commenced, project now approved under grant program
AP202021.85	Complete regular inspections of buildings & facilities	Inspect Council owned buildings annually	Buildings & Facilities	Ongoing
AP202021.86	Bicheno Walk - Bridge replacements	Maintain public amenities and recreational facilities	Works & Infrastructure	Planning in progress
AP202021.87	Buckland Community Hall - replacement of steps to the entrance	Maintain public amenities and recreational facilities	Buildings & Facilities	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.88	Buckland Community Hall - ramp access	Maintain public amenities and recreational facilities	Buildings & Facilities	Not yet commenced, project now approved under grant program
AP202021.89	Coles Bay Tennis Courts - Resurface/Reconstruct	Maintain public amenities and recreational facilities	Buildings & Facilities	Not yet commenced, project now approved under grant program
AP202021.90	Swansea Community Hall - Toilet Refurbishment	Maintain public amenities and recreational facilities	Buildings & Facilities	Not yet commenced, project now approved under grant program
AP202021.91	Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	Maintain public amenities and recreational facilities	Buildings & Facilities	Procurement underway
AP202021.92	Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	Maintain public amenities and recreational facilities	Buildings & Facilities	Procurement underway
AP202021.93	Bicheno Triangle project	Planning and creating recreational spaces and facilities	Works & Infrastructure	Project Planning commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.94	Commence Coles Bay Foreshore walkway project	Planning and creating recreational spaces and facilities	Works & Infrastructure	Preliminary design commenced
AP202021.95	Swanwick Rd, Swanwick - Swanwick Dv to Hazards View Dr - Construct concrete footpath approx. 400m. Southern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Site issues under investigation
AP202021.96	Wellington St, Swansea - Noyes St to Victoria St - Construct concrete footpath approx. 220m. Southern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Construction due to commence in November.
AP202021.97	Noyes St, Swansea - Franklin St to Wellington St - footpath upgrade - Eastern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Tree issues under investigation
AP202021.98	Elizabeth St, Orford - Charles St to Gore St - Concrete footpath approx. 220m Northern Side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.99	Charles St, Triabunna - Rec Ground entrance - Concrete footpath approx 400m. Western Side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	60% Complete
AP202021.100	Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Project planning commenced
AP202021.101	Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Construct concrete footpath approx. 1200m. Eastern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Detailed design commenced
AP202021.102	Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete
AP202021.103	Nugent Rd Seal complete - Roads to Recovery project	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Due for sealing in November

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.104	Dolphin Sands Share Pathway complete final section of project CH1500 TO CH2500	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete
AP202021.105	Commence Swansea Main Street Upgrade	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Design commenced
AP202021.106	Rheban Rd Resheeting / realignment for bridge	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.107	Old Coach Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.108	McNiels Rd Resheet 3.1km	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.109	Wielangta Rd Resheet 7km	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.110	Springs & Crossins Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.111	Rosedale Rd Resheet 4.4km	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Commenced
AP202021.112	Nugent Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Programmed for November/December
AP202021.113	Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Investigations completed. Procurement underway

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.114	Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), commence design, reconstruct, reseal & streetscape	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.115	Complete Coles Bay Trailer Parking project	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Construction works completed. Tree planting still to finalise
AP202021.116	Swansea Boat Trailer Parking	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Crown approval provided Detailed design commenced
AP202021.117	Rheban Road, Orford Rivulet Bridge Replacement	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Bridge in place, practical completion Road works tender awarded, road works commencing November
AP202021.118	Holkham Crt Replace Culverts	Providing direct, essential council services in accordance	Works & Infrastructure	Detailed design commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
		with local government legislation		
AP202021.119	Rheban Rd Griffith River Bridge replacement	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Preliminary investigations underway. Geotech and survey complete. Hydraulic modelling underway
AP202021.120	Municipal Emergency Management Plan Review	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Complete
AP202021.121	Dolphin Sands EMP review and update	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Draft completed. Local community consultation underway
AP202021.122	Waste Management Policy reviewed	Refresh and update Council policies, strategies & plans	Works & Infrastructure	Not yet commenced
AP202021.123	Tree Management Policy reviewed	Refresh and update Council policies, strategies & plans	Works & Infrastructure / NRM	Not yet commenced
AP202021.124	Marina & Wharf Precinct Policy reviewed	Refresh and update Council policies, strategies & plans	Buildings & Facilities	Not yet commenced

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.125	Review Parking in Lieu Policy	Refresh and update Council policies, strategies & plans	Development Services	Draft prepared, ready for Council workshop
AP202021.126	Commence development of Township plan for Coles Bay (incl Swanwick)	Facilitate the development of a Town/Community Plan for Coles Bay (including Swanwick)	Development Services	Existing township plan to be reviewed
AP202021.127	Local Provisions Schedule (LPS) – review and consider representations and submit to Tasmanian Planning Commission.	Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers	Development Services	Completed. Hearings to be held and review by TPC

Strategic Foundation

5. Our Environment

Collaborating with our communities to value, manage and improve our natural resources.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.128	Weed management plan reviewed	Review and update existing Council strategies and plans for our environment	NRM	Not yet commenced
AP202021.129	No Spray Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Works & Infrastructure	Not yet commenced
AP202021.130	Illegal Vegetation Removal Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Works & Infrastructure / Development Services	Not yet commenced
AP202021.131	Offsets Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Development Services	Commenced
AP202021.132	Support for community environment/sustainability events (at least two given Covid restrictions) such as National Tree Day, Clean	Involve, engage and equip groups and individuals in Natural Resource Management	NRM	Support given for Garage Sale Trail Tree planting at Bicheno in October

Action Item	Action 2020/21	SP Reference	Function	Progress
	Up Australia Day, Garage Sale Trail etc.			
AP202021.133	Support for environmental community group activities on Council managed and other public land	Involve, engage and equip groups and individuals in Natural Resource Management	NRM	Ongoing Eg. Support for Friends Of Triabunna Reserves (replacing Native Grassland signage / supporting working bee at Triabunna Gatehouse) / Orford Community Group (ongoing support for landscaping and revegetation at Raspins Beach) / Friends Of Bicheno Penguins (seed collection, plant propagation and revegetation on Bicheno foreshore to improve penguin habitat) / Pulchella Community Nursery Landcare Group (seed collection and plant propagation to support community projects on Council managed land
AP202021.134	Continue to seek grant funding to support NRM outcomes across land tenure in partnership with key stakeholders	Invest in external expertise and capacity to complement GSBC resources	NRM	On hold
AP202021.135	Continue to support the Natural Resource Management Committee	Involve, engage and equip groups and individuals in Natural Resource Management	NRM	Ongoing November meeting organized for 25th
AP202021.136	A NRM/Environment Communication Plan	Involve, engage and equip groups and	NRM	On hold

Action Item	Action 2020/21	SP Reference	Function	Progress
		individuals in Natural Resource Management		
AP202021.137	Participation in Climate Change actions in collaboration with the Regional Climate Change Initiative (RCCI) of the Southern Tasmanian Councils Authority	Invest in external expertise and capacity to complement GSBC resources	All functions	Ongoing
AP202021.138	Deliver existing grant funds including Round 1 & 2 Community Combating Pests and Weed Impacts during Drought Program and the Tasmanian Government Weed Action Fund Drought Weed grant	Invest in external expertise and capacity to complement GSBC resources	NRM	Round 1 complete and reporting underway Round 2 underway Weed Action Fund underway. Initial four projects in train

Council Motion Tracking Document as at 31 October 2020

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
26 Mar 2019	7.3	66/19	Renaming of Esplanades	MDC	Council to consult with affected residents.	In progress.
30 Apr 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In progress. Policy to be developed and workshopped.
27 Aug 2019	7.2	140/19	Seaweed Odours Swansea – An Issues Paper	GM	Council to appoint “suitably qualified technician” to prepare a scoping report. Brief to be provided to Council at a workshop.	In progress. Consultant engaged. Community consultation has concluded. Report to Council in the coming months.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report. Letter to Minister for Infrastructure Re: Priority works for Tasman Hwy.	In progress. General Manager to follow up with Minister.
16 Oct 2019	2.6	180/19	Dog Management Policy	GM	3. That Council commits to conducting a further review of the new Dog Management Policy within 12 months of the <i>Dog Management Act 2000</i> amendments being finalised.	The Policy review is well underway. It is expected that the Draft Policy will be submitted to the December Council meeting.
22 Oct 2019	7.2	197/19	Instrument of Delegation to General Manager	GM	Further Acts to be considered by Council for inclusion in Instrument of Delegation at a future date.	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
17 Dec 2019	8.6	246/19	Training Wall Lease – Prosser River Mouth Advisory Group	GM	Council defers Agenda Item 8.6 to the January 2020 meeting or to a Special Meeting of Council earlier in the month if the matter is deemed too urgent to wait until the 28 th of January 2020.	MAST to address structure issues since recent flooding/storm events. Waiting on further response from Crown Land Services.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	MNR	Council endorses placing the Prosser River Mouth Master Plan Advisory Group Section 24 Committees proposed plan in relation to the Orford Spit, lagoon and nearby recreational beach area out for public consultation by 10 January 2020 until 7 February 2020. Following consultation Council will consider feedback and make a decision at an Ordinary Meeting of Council.	Draft EOI for the development of a Masterplan by a suitability qualified consultant has been sent to PWS for review.
28 Jan 2020	7.3	21/20	Position of the Loo with a View – Swansea	GM	That Council defer to community consultation and for further investigation in conjunction with the boat trailer parking funding at Jetty Road Swansea.	To be considered during the design phase for the Swansea Trailer Parking and consultation completed during 2020/21. Works to be budget for in 2021/22.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	AMRS	That: 3. a) the date on which the Declared areas in the re-endorsed dog policy and the new declared dog exercise areas take effect, and b) the period during which the declaration remains in force.	The Policy review is well underway. It is expected that the Draft Policy will be submitted to the December Council meeting.
28 Jan 2020	8.1	30/20	Notice of Motion – Triabunna District School – School Crossing	MW	1. That Council employs a suitably qualified person to assess both the Melbourne Street and Vicary Street Triabunna school crossings to determine their compliance with the current Australian Standards for School Crossings.	Under early investigation.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					2. That, in the event, that either or both crossings are assessed as deficient Council take steps to immediately rectify the deficiency to ensure the safety of students at Triabunna District School.	
25 Feb 2020	6.2	46/20	Statement of Expectations Committee – Adviser’s Reports	GM	That: 2. The Council requests the General Manager to provide a report detailing how the recommendations will be addressed, funded and prioritised with this report being presented to Council at its March 2020 Ordinary Council Meeting.	In progress. Corporate Calendar developed and received by Council May 2020. The Corporate Calendar addresses a number of the recommendations from the Adviser’s Reports.
25 Feb 2020	6.4	48/20	Triabunna Recreation Ground Section 24 Minutes – 2 October 2019	GM	That: 1. The Triabunna Recreation S24 Committee meeting minutes be received and noted. 2. The committee be advised that under Council’s kerbside Vendor Policy there is no need to obtain approval from the S24 committee. 3. Council are provided with a copy of the landscape plans and the Council recommendation referred to in the minutes at dot point 3 under New Business.	Policy to be reviewed in respect to control of kerbside vendors and submitted to the September Council workshop. Plans and copy of decision to be circulated to Councillors.
25 Feb 2020	7.3	51/20	Sale of Public Land, 2A Davidson Place, Triabunna	GM	That the proposed Sale of the Public Land 2A Davidson Place, Triabunna is deferred to the March 2020 Ordinary Council Meeting or a Special Meeting of Council to allow for further advice to be provided to Council as a matter of urgency and	Complete. Transfer of Land Approved at July OCM. Contract of Sale being drawn up.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					that immediate discussions with CentaCare be commenced in relation to alternate sites.	
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	AMRS / EHO	<p>That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until:</p> <ol style="list-style-type: none"> 1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager. 2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest. 3. A risk assessment is carried out in respect to pedestrian/user safety. 	<p>Council Kerbside Vendor Policy to be reviewed and submitted to the September Council workshop.</p> <p>Resource allocation required.</p> <p>Resource allocation required.</p>
24 Mar 2020	7.7	86/20	Water Management Plan for the Swan River	MNRM	That the matter of a request to the Minister for funding and resources to develop and implement a water management plan for the Swan, Apsley and Prosser Rivers, a review of the Little Swanport Water Management Plan 2006, metering, monitoring and enforcement on all irrigation license offtakes on all east coast waterways being progressed, is deferred to a workshop for a thorough briefing including the presentation of a report on these matters and Council's involvement there in.	This was deferred due to the preparation on the submission to DPIPW on the Rural Water Use Strategy Position Paper.
24 Mar 2020	7.8	87/20	Dog Exercise area in Buckland	MBMI/ AMRS	<p>That Council agree with the following terms put forward by the Buckland Cricket Club, so Council can construct the dog exercise areas in Buckland:</p> <p>Council maintains the dog exercise areas.</p>	<p>Complete.</p> <p>A lease agreement as per Council decision has been prepared by Council staff.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>Council provides appropriate insurance cover.</p> <p>Council constructs the exercise areas within the prescribed area of 48m x 50m.</p> <p>Council constructs the additional fence as requested.</p> <p>Council pays the equivalent to the Buckland Cricket Club of their GSBC annual rates and charges.</p> <p>Council prepares a lease for signature by both parties.</p>	
24 Mar 2020	7.10	89/20	Late Agenda Report – Delivery of Land Transport Infrastructure Projects on Local Roads	GM	<p>That Council retrospectively endorses the following projects as submitted to the Department for Infrastructure, Transport and Regional Development for consideration of funding through the Infrastructure Investment Program:</p> <ol style="list-style-type: none"> 1. Stage 1 – gateway to avenue section (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$606,000; and 2. Stage 2 – main street (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$632,000; and 3. Stage 3 – waterfront drive (Charles Street) – Triabunna Tomorrow Streetscape Concept - \$589,000; and 4. Renewal of Bridge deck – Saggy Creek Bridge - \$32,500; and 5. Renewal of Bridge deck – Kit Own Creek Bridge - \$28,600. 	In progress.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
24 Mar 2020	8.2	91/20	Notice of Motion – Clr Annie Browning	WS	<ol style="list-style-type: none"> 1. That Council endorse the placement of a memorial seat as requested by Mrs Dalla-Vacchia on the Esplanade at Swansea; and 2. Mrs Dalla_Vacchia is invoiced for all works associated with the memorial sea; and 3. The Works Supervisor liaises with Clr Browning in relation to the location and style of the seat including the plaque wording and that these works are completed as a matter of urgency. 	In progress.
26 May 2020	7.5	178/20	Proposed new road name off Holkham Court, Orford	Planner	That Council as the road authority chooses the name Mace Court for the new subdivision road off Holkham Court, Orford.	Complete.
26 May 2020	7.12	185/20	Application for Grant Funding – Roads and Bridges	GM	<p>That Council authorise the Acting General Manager to:</p> <ol style="list-style-type: none"> 1. Submit an application for funding as follows: <ul style="list-style-type: none"> - \$130,000 grant to replace Rheban Rd Bridge under the Commonwealth Bridge Replacement Program. - \$125,000 to resheet a portion of Rheban Rd under the Commonwealth Heavy Vehicle Safety and Productivity Program. 2. Execute any forthcoming grant deeds in line with applications for funding in this Agenda item 7.12 of the 26 May 2020 Agenda. 	<p>In progress.</p> <p>Application submitted.</p>
26 May 2020	7.13	186/20	Rain Storm – Flooding, Responsibilities and Actions	WM	<ol style="list-style-type: none"> 1. That the Glamorgan Spring Bay Council provide/acquire funds to a value of up to \$500,000 to: 	In progress.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>(i) allow preparation of a Stormwater Management Plan in accordance with the Urban Drainage Act 2013 (for the defined Urban areas).</p> <p>(ii) allow onsite inspections that may identify simple or low cost solutions for inclusion on an immediate action plan.</p> <p>(iii) also allow identification/confirmation of key causes of the flooding and solutions (or where the technical solution not immediately obvious then identification of further analysis and design) to be considered for prioritisation and inclusion into a long-term stormwater improvement plan (as part of the Stormwater Management Plan mentioned above).</p> <p>(iv) implement the immediate action plan.</p> <p>2. That for the preparation of the Stormwater Management Plan that the template and resources of the Local Government Association of Tasmania (LGAT) and Institute of Public Works Engineering of Australia (IPWEA) be utilised including seconding an experienced local government</p>	Affected residents advised of Council's decision via correspondence.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>practitioners to assist in preparation of the SMP.</p> <p>3. That to undertake the onsite inspections (to facilitate 1(i) and 1(ii) above) that a consultant, with direct experience in local government stormwater management, be engaged.</p>	
26 May 2020	7.15	188/20	Councillor Allowances	GM SFO	Elected Members of the Glamorgan Spring Bay Council do not wish to take the automatic increase to the Councillor Allowances for the Mayor, Deputy Mayor and Councillors on the 1 November 2020 for the 2020/2021 period.	In progress.
26 May 2020	7.16	189/20	Corporate Calendar	ALL	That Council receives and notes the Corporate Calendar as attached to this report.	Ongoing. Progress report to be provided in the Briefing Papers.
26 May 2020	7.17	190/20	Buckland Walk Trail	WM	That item 7.17 Buckland Walk Trail be deferred until further information from a qualified Engineer is obtained in regards to the Buckland Walk Trail.	In progress.
23 June 2020	6.1	207/20	Recommendation from the Statement of Expectations Committee meeting held 15 June 2020	GM	<p>That the Committee recommends to Council that the Acting General Manager:</p> <p>1. Investigate the provision of training providers for:</p> <p>(a) Body language</p> <p>(b) Personality definition</p> <p>2. Invite Mayor Kristie Johnson to speak with Council and the Acting General Manager regarding the Glenorchy City Council Statement of Expectations.</p>	<p>In Progress</p> <p>1. Training to be coordinated by GM.</p> <p>2. Letter has been sent by Adviser Ms Lynn Mason.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
23 June 2020	7.1	210/20	The funding and prioritising of Projects in the Coming Year and the Need for Long Term Financial and Asset Planning to inform Decision Making	GM	That Council for the next financial year at least, in general only fund: <ul style="list-style-type: none"> - Asset renewal projects; - Asset upgrades and new assets that address community safety needs; and - That this position be reviewed in 12 months' time. 	Ongoing.
23 June 2020	7.3	212/20	Budget 2020/2021	GM	That by absolute majority, Council endorse the 2020/2021 Budget Estimates as attached to Agenda item 7.3 of the Ordinary Meeting of Council 23 June 2020. That the operational budget be reviewed no later than the ordinary council meeting September 2020.	In progress. To be reviewed.
23 June 2020	7.9	218/20	Public Question Time Procedures	AGM EO	That Council adopts the revised "Public Question Time – How do I ask a question?" procedures as attached to this report effective 23 June 2020.	Complete.
23 June 2020	7.12	221/20	Swansea Community Hub	AGM	That Council: <ol style="list-style-type: none"> 1. Investigates community interest in the future uses and management options for the Community Hub in Swansea, to include the PCYC, a Community Room, the Community Shed, a Re-use Shed and a Re-use Shop; and 2. Authorises Mayor Wisby, Cllrs Browning, Breheny and Churchill to undertake the preliminary tasks of consultation with interested persons in the community; and 	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status		
					3. That Mayor Wisby, Clrs Browning, Breheny and Churchill report back through the General Manager to the August 2020 Ordinary Council Meeting, to enable Council to determine how to proceed with the project and its ongoing management.			
23 June 2020	7.13	222/20	Bicheno Skateboard Park (Crown Land, Tasman Hwy, Bicheno)	AGM PLANNER	That Council lays the project on the table for reconsideration pending the completion of the Glamorgan Spring Bay Council Long Term Financial Plan and the Long Term Asset Management Plan.			
28 July 2020	4.3	250/20	Report to Planning Authority: Delegations to determine development applications in specific circumstances	Planner	<div>That the Planning Authority, pursuant to section 6 of the <i>Land Use Planning and Approvals Act 1993</i>, delegate the following powers to the Executive Manager Development and General Manager upon the recommendation of a planner:</div> <table><tr><td>Section 57</td><td>To approve or refuse an application, with or without conditions, where no more than two representations are lodged against the application</td></tr></table> <div>And review the instrument of delegations accordingly.</div>	Section 57	To approve or refuse an application, with or without conditions, where no more than two representations are lodged against the application	Complete.
Section 57	To approve or refuse an application, with or without conditions, where no more than two representations are lodged against the application							
28 July 2020	7.2	256/20	Transfer of Land to Centacare Evolve Housing	AGM	In accordance with <i>s.177 of the Local Government Act 1993</i> , that Council by absolute majority authorise the Acting General Manager, to develop a contract to transfer lots 62-72/55156 and 98/55156 to Centacare Evolve Housing for a proposed unit development in return for development of lots 25-28/55156 into fully serviced (power, water and sewer) lots with road	Contract being developed.		

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					access in Spencer St formed to a standard acceptable by Council's engineer, from the Boyle Street intersection past the access to lot 28. With a condition that the transfer of ownership being subject to the Development Application for the community housing units being approved.	
28 July 2020	7.5	260/20	Buckland Walk	WM	That Council undertake community consultation with the residents and ratepayers of Buckland in relation to the Buckland Walk.	Consultation underway. Report to December Council meeting.
28 July 2020	7.10	265/20	Glamorgan Spring Bay Park Names not entered into Placenames Tasmania	Planner	That Council: 1. Recognises the existing names: a) Gordon Street Reserve b) Rita & Doris Reserve; and 2. Authorise the Acting General Manager to lodge the name/s with Placenames Tasmania (and in the process exchanging the word 'reserve' with 'park' for Gordon Street and that the name Rita & Doris Reserve be retained due to the historical value of the area).	Complete.
25 Aug 2020	6.1	294/20	Statement of Expectations Committee Report to Council, August 2020	GM	a. That a new General Manager be asked to sign a statement committing to the standards of behaviour in the Statement of Expectations at the first ordinary Council Meeting following appointment; and b. That such a commitment remain in place until the retirement or resignation of the General Manager.	Complete.
25 Aug 2020	6.1	295/20	Statement of Expectations Report to Council, August 2020	GM	a. That all Councillors be asked to sign a statement committing to the standards of behaviour in the Statement of Expectations	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>(SoE) at the first Council meeting following election; and</p> <p>b. That such a commitment remain in place for the term of that Council; or</p> <p>c. That such a commitment remain in place until the Councillor formally requests that their signature be removed from the SoE.</p>	
25 Aug 2020	6.2	298/20	Establishment of a Swansea Community Hub Section 24 Special Committee of Council	GM	<p>1. That Council resolves to endorse the establishment of a Swansea Community Hub Section 24 Special Committee in accordance with section 24 of the Local Government Act 1993 and the Glamorgan Spring Bay Council 2019 Guidelines for Section 24 Special Committees of Council, including the development of the terms of reference to be endorsed by Council at a future Council meeting; and</p> <p>2. Appoints the following seven (7) community representatives as Committee members on the Swansea Community Hub Section 24 Special Committee:</p> <ul style="list-style-type: none"> • Heather Groombridge • Tracey Kean • Pia Bartlett • Colin Stevenson • Tony Rigby • Steve Barrett; and • Craig Vermey; and <p>3. Appoints Cllr Keith Breheny and Cllr Annie Browning as Council representatives on the</p>	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Swansea Community Hub Section 24 Special Committee.	
25 Aug 2020	7.2	300/20	Appointment of Emergency Management Coordinator	GM	<p>That Council:</p> <ol style="list-style-type: none"> 1. Nominate Ms Beverley Allen as the Municipal Emergency Management Coordinator, with her name to be forwarded to the Minister for Police and Emergency Management via the State Emergency Management Controller as per section 23(1) of the <i>Emergency Management Act 2006</i>. 2. Recommends the appointment to be for a period of three years as per section 23(4) of the <i>Emergency Management Act 2006</i>. 	Complete.
25 Aug 2020	7.3	301/20	Tasmanian Weed Action Fund Project for Drought Effectuated Farmers	MNR	That Council endorse the attached Grant Guidelines & Eligibility document and (draft) Grant Application Form, and the technical committee together with the NRM team to commence roll out of the project in September 2020.	The project has commenced with the first round of projects approved and in train. Additional projects will involve a targeted approach.
25 Aug 2020	7.4	302/20	Swansea Courthouse Management Committee Inc.	MCD	That Council approves a grant of \$1,000 to the Swansea Courthouse Management Committee Inc. towards the cost of sanding and sealing the room in the Courthouse which was formerly used as Council offices.	Complete.
25 Aug 2020	7.5	303/20	Late Report Item – Capital Works Budget Allocation	WM	That by absolute majority Council adopts the revised Capital Works Budget for 2020/2021 as attached to this item.	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
22 Sep 2020	6.4	318/20	Independent Report on the Implementation of the 2020 Glamorgan Spring Bay Council Statement of Expectations	EO	That Council endorses the Independent Report on the Implementation of the 2020 Glamorgan Spring Bay Council Statement of Expectations.	Complete.
22 Sep 2020	7.1	319/20	Petition to Amend Sealed Plan 174663	Planner	That in accordance with <i>Section 103 of the Local Government (Building and Miscellaneous Provisions) Act 1993</i> , Council directs the General Manager to sign and seal an 'Instrument Form' agreeing to the requested amendment, and for that form to be lodged at the Land Titles Office together with the amended Schedule of Easements	Complete.
22 Sep 2020	7.2	320/20	Road Names	Planner	That Council: 1) Agrees to the approach recommended by Aboriginal Heritage Tasmania of referring requests for place or road names as they are required. Agrees to request a list of names pertaining to the un-named road off Strip Road Little Swanport from Aboriginal Heritage Tasmania for consideration at a subsequent Council meeting.	Awaiting response from Aboriginal Heritage.
22 Sep 2020	7.3	321/20	Proposed Freycinet Sculpture Trail	EMDS	That Council consents to the lodging of the Development Application Proposed Freycinet Sculpture Trail.	Complete.
22 Sep 2020	7.4	322/20	2020-2021 Annual Plan	EO	That Council adopts the 2020-2021 Annual Plan	Complete.
22 Sep 2020	7.5	323/20	Local Government Participation in the National Redress Scheme	EO	That Council enters into the Memorandum of Understanding in recognition of the importance of the National Redress Scheme for Institutional Child Sexual Abuse and authorises the Mayor to sign the Memorandum of Understanding as	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					presented on behalf of the Glamorgan Spring Bay Council.	
22 Sep 2020	7.6	324/20	Municipal Emergency Management Plan	EM&R	That Council endorse the revised and updated Municipal Emergency Management Plan (Issue 10, 2020) and that the plan be forwarded to the State Emergency Management Controller for sign off and authorisation.	In progress.
27 Oct 2020	7.1	335/20	Instrument of Delegation – Council to General Manager	GM/EO	That Council: a) Delegates the powers and functions contained within the Instrument of Delegation to the General Manager; and b) Authorises the Mayor and Deputy Mayor to sign and affix the Council seal on the Instrument of Delegation.	Complete.
27 Oct 2020	7.3	338/20	Revised Draft Asset Management Policy No. 3.10	EO	That Council adopts the revised Asset Management Policy No. 3.10 as attached to this report effective 27 October 2020.	Updated on Council's website. Complete.
27 Oct 2020	7.4	339/20	Request to Rescind – Grants Auspiced by Council Policy No. 3.1	EO	That Council rescinds the Grants Auspiced by Council Policy 3.1 effective 27 October 2020.	Complete.
27 Oct 2020	7.5	340/20	Kerbside Vendor Application	EMDS	That Council issues a Kerbside Vendor / Stallholder licence to Ben and Emelie Fleming (Governörs Bicheno), to trade from Waubs Bay, next to the Surf Life Saving Club.	Complete.
27 Oct 2020	7.6	341/20	Application under the Community Small Grants Program – Bicheno Community Development Association Incorporated.	MCD	That Council approves a grant of \$1,600 to the Bicheno Community Development Association towards the cost of staging project "Wanda	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Round” – an artist residency, to be held in Bicheno in January 2021	
27 Oct 2020	7.6	342/20	Application under the Community Small Grants Program – Lions Club of Spring Bay	MCD	That Council approves a grant of \$1,000 to the Lions Club of Spring Bay towards the staging of the 2020 Christmas Parade in Triabunna.	Complete.

LEGEND:	
AGM = Acting General Manager	MB&MI = Manager Building & Marine
EMDS = Executive Manager – Development Services	MCD = Manager Community Development
WM = Works Manager Infrastructure	MNR = Manager Natural Resources
EO = Executive Officer	SFO = Senior Finance Officer
EM&R = Emergency Management & Risk Project Officer	