

GLAMORGAN SPRING BAY COUNCIL

Information Briefing Document

OCTOBER | NOVEMBER | DECEMBER | 2023



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GOVERNANCE & COUNCIL MEETINGS

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2023 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm.

Members of the public are able to register to attend Council Meetings in person. Registrations open on the Thursday prior to the scheduled monthly Council Meeting and close by 12 noon the day before the meeting. Once the maximum numbers have been reached, no further registrations will be accepted and only members of the public who have registered for the meeting will be able to attend.

To register your attendance, please use the following link <https://gsbc.tas.gov.au/council/council-meeting-agendas-minutes/> or contact Council's Executive Officer on 6256 4777.

If you have a question to ask during Public Question Time and are unable to attend the meeting, Council will allow questions to be provided by written notice up until 12 noon the day before the Council Meeting by either emailing general.manager@freycinet.tas.gov.au or alternatively questions can be left in the post box outside the Council Chambers located at 9 Melbourne Street, Triabunna.

Workshops are scheduled for the second Tuesday of each month unless otherwise required.

During the period October to December 2023 inclusive, there were 186 views of the audio/visually recorded Council meetings via the YouTube platform.

MAYORAL ACTIVITIES

The Mayor attends numerous engagements each month. This is a list of the recent activities undertaken by Mayor Cheryl Arnol for October, November and December including:

- ABC radio interview
- Freycinet Challenge Presentation
- Presided over Citizenship Ceremony
- Attended Planning Authority Workshop
- Attended meeting with The Australian Institute
- Attended briefing session for the Draft Tasmania Fire and Emergency Service Bill
- Attended Southern Tasmanian Councils Authority meeting
- Attended Bicheno Community Development Association Meeting
- Visited Maria Island with East Coast Tourism
- Attended Community Connect sessions in Coles Bay, Bicheno, Swansea and Triabunna
- Presented Mayoral Award at Triabunna District School presentation night
- Presented Mayoral Award at Orford Primary School end of year assembly
- Attended Dear Kate, The Vision of the Mitchell Women Exhibition at East Coast Heritage Museum
- Attended meeting with Jane Howlett MLC
- Attended Triabunna Christmas Parade
- Attended Bicheno Skate Park opening
- Presented Mayoral Award at Bicheno Primary School end of year assembly

MEDICAL SERVICES - TRIABUNNA & BICHENO

Council entered into a contract with cohealth ltd to operate and manage both medical practices in the municipality. The contract commenced on the 16th October 2023 and the transition has been smooth for patients, staff and contractors.

CORPORATE & COMMUNITY

MUSEUM ACTIVITIES

October

The Museum opened on the weekend 25 November for 30 members of the Quarrying Institute – given an overview of Quarries in the area with a focus on the Orford Quarry and the Sandstone extracted there and used in Melbourne Buildings The quarry situated between Orford and Spring Beach provided sandstone for use in buildings in Hobart and Melbourne, including the Melbourne General Post Office and the Law Courts. A quarry still operates at the nearby town of Buckland.

The museum conducted an audit of its book collection and added a copy of the OUR ISLAND HOME: A Tasmanian Sketch Book by Louisa A. Meredith. This volume is a first edition (there was only one print run) published in Hobart Town J. Walch and Son, 1879. The book is large and well bound with gilt edged pages in surprisingly good condition for its age. The publication contains numerous sketches of the East Coast of Tasmania from Buckland to Swansea.



November

Installation and commemoration of the Long Tan Cross installed in the Swansea Memorial Gardens for Remembrance Day (11.11.2023)

December

A new exhibition 'Dear Kate, Vision of the Mitchel Women' was opened by Glamorgan Spring Bay Council Mayor Cheryl Arnol. The exhibition combines art and history. It explores the artistic legacy of the women in the Mitchell family, who grew up on the east coast of Tasmania in the mid-1800s. Catherine Augusta Mitchell and her daughters Catherine Penwarne Ball (nee Michell), and Sarah Elizabeth Emma Mitchell works are featured. The exhibition will run until August 2024 in the main Gallery at the East Coast Heritage Museum.

CORPORATE & COMMUNITY

Community events that Council have led during the period include:

- Structure Plan Pop-up Engagement Sessions (Face to face) Orford, Triabunna, Swansea, Coles Bay and Bicheno & online survey.
- Community Connect Sessions (Bicheno, Coles Bay, Swansea & Triabunna) 29 & 30 November 2023.
- Council assisted Bicheno Landcare and Swansea Men's Shed to install foreshore boxes for penguins at Bicheno.
- Community Small Grants totaling \$1,500 and Event Grants totaling \$3,817 were issued to the community during the period.
- 2022-23 Annual Report was published.
- SeaSpeak Summer edition released.
- Tasmanian Seafarers Memorial October 2023.
- Declaration of Office for New Elected Member Richard Parker October 2023.
- Citizenship Ceremony October 2023.
- Stepping into the future expo at the Village Triabunna November 2023.
- Triabunna District School End of Year Assembly - Presentation of Mayoral Award (December 2023)
- Bicheno Primary School End of Year Assembly - Presentation of Mayoral Award (December 2023)
- Orford Primary School End of Year Assembly - Presentation of Mayoral Award (December 2023)
- Swansea Primary School End of Year Assembly - Presentation of Mayoral Award (December 2023)
- Morning Tea with Residents of Independent Living Units Triabunna - December 2023

Council received a very good result from the Tasmanian Audit Office following completion of the end of financial year audit for 2022-23. Financially Council are tracking very closely with its' long term financial management plan and annual budget. The economic environment appears to have steadied throughout this quarter following the extended period of instability associated with increasing interest rates and high inflation that put substantial pressure on business input costs.

There are still several skilled role vacancies that have not been filled which are not helped by shortages in accommodation in the area and the changes in the employment supply dynamics in the economy. Efforts continue to recruit suitable candidates for these roles.

PROPERTY SETTLEMENT CERTIFICATES

	2017/18		2018/19		2019/20		2020/21		2021/22		2022/23		2023/24	
	132	337	132	337	132	337	132	337	132	337	132	337	132	337
July	47	18	64	25	42	17	65	35	57	24	58	16	33	12
August	58	28	60	37	31	13	65	24	58	27	29	15	30	14
September	51	27	46	19	56	31	74	38	60	26	24	8	43	42
October	57	37	48	22	54	25	62	31	56	26	34	16	29	20
November	60	32	47	18	53	31	77	34	60	32	36	15	45	25
December	38	18	40	19	36	17	99	50	58	27	20	10	35	14
January	59	29	61	24	47	23	69	37	50	25	24	12		
February	51	20	49	30	37	18	79	36	63	37	53	25		
March	53	23	45	16	61	26	71	43	64	30	48	26		
April	61	31	50	27	15	7	70	27	46	28	29	14		
May	56	31	40	17	16	8	53	29	39	25	46	24		
June	38	21	27	17	23	14	31	23	36	28	21	13		
TOTAL	629	315	577	271	471	230	815	407	634	329	422	194	215	127
TOTAL	944		848		664		1,222		963		616		342	

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.

USE OF COUNCIL SEAL

Date	Details	Signature
4/10/2023	Instrument of Certification - Draft Amendment AM 2023/02	General Manager
4/10/2023	Sealing of Final Plan 4-3800-408	General Manger
25/10/2023	Final Plan - Council Approval page - SA 2022/012	General Manager
7/11/2023	Final Plan - Council Approval page - SA 2016/006	General Manager
16/11/2023	Final Plan - Council Approval page - SA 2020/47	Acting General Manager
16/11/2023	Final Plan - Council Approval page - SA 2022/15	Acting General Manager
27/11/2023	Lease - Buckland Cricket Club Inc. & Glamorgan Spring Bay Council	General Manager
6/12/2023	Bicheno Gulch and Foreshore Esplanade Upgrade	Acting General Manager
11/12/2023	Lease - Glamorgan Spring Bay Council - Bicheno Surf Life Saving Club Inc	General Manager
19/12/2023	Final Plan - Council Approval page - SA 2023/10	General Manager
19/12/2023	Final Plan - Council Approval Page - SA 2018/002	General Manager

COMMUNITY SMALL GRANTS PROGRAMME

Name	Amount donated \$	Date Approved
Triabunna Christmas Crew	\$1,500	24/10/2023
Swansea Community Christmas Parade	\$1,000	14/11/2023
Pop Up Book Stall Inc (PUBS)	\$1,317	14/11/2023

EVENT SUPPORT / ASSISTANCE

Name	In-kind Assistance	Amount donated \$	Date Approved
Atlas Events (Coles Bay Triathlon)	<ul style="list-style-type: none"> - Advertising fees for the road closure of Council owned road; - Application fees for the recreational space (green area); - Supply, deliver and collect, 12 rubbish bins (red lid) and liners for the event 	\$1,500	Approved

SOCIAL MEDIA STATISTICS



YOUTUBE

The internet YouTube platform is used to publish live Ordinary Council meetings each month to assist those in the community to view proceedings when they cannot attend themselves. There are currently 169 Subscribers.

	July - September	October – December	January – March	April - June
YouTube Subscribers	169	172	-	-
YouTube Views	616	260	-	-

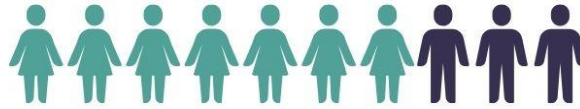


FACEBOOK

Facebook is used by Council to communicate a narrow range of activities, primarily current events that have a safety or hazard awareness message, such as flooding, infrastructure damage, weather events and so on.

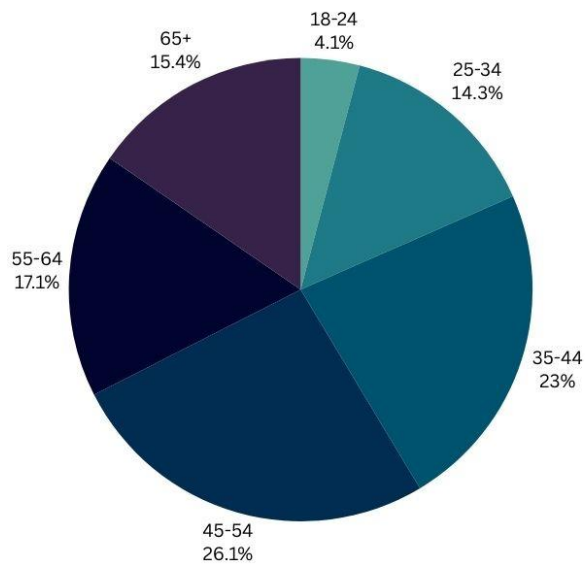
	July - September	October – December	January – March	April - June
Facebook Page reach	16,067 – 21.8% Increase	16,962 – 5.6% Increase	-	-
Facebook Page new likes	58	28	-	-
Facebook Page Followers	1,138	1,228	-	-

GENDER OF FACEBOOK FOLLOWERS

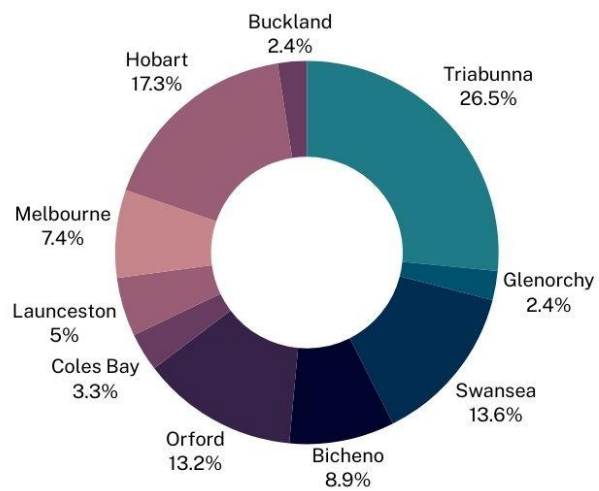


70% FEMALE | 30 % MALE

AGE OF FACEBOOK FOLLOWERS



LOCATION OF FACEBOOK FOLLOWERS



PLANNING & DEVELOPMENT STATISTICS

PLANNING STATISTICS

	October - December	Total
Development Applications Received:		
No Permit Required, Permitted, Discretionary	50	115
Subdivisions	10	16
Development Applications Approved:		
No Permit Required	10	13
Permitted	12	25
Discretionary	12	29
Subdivisions	3	4
Applications Refused	0	0
Applications Withdrawn	1	4

BUILDING AND PLUMBING STATISTICS

	October - December	Total
Building Permits Approved	5	12
Plumbing Permits Approved	7	24
Notifiable Building Work Approved	27	61
Notifiable Plumbing Work Approved	22	47
Low Risk Building Work	1	2
Low Risk Plumbing Work	8	10
Permit of Substantial Compliance	0	0
Building Certificates	0	0

COMPLIANCE STATISTICS

	October - December	Total
Building Notices issued	0	1
Building Orders issued	1	6
Planning Enforcement Notices Issued	0	0

ENVIRONMENTAL HEALTH STATISTICS

	October - December	Total
Immunisations	0	0
Food & Public Health Act Registrations	4	128
Food & Public Health Inspections	19	42
Notifiable Diseases	1	1
Sampling	9	9
Public Health/Environmental Health Complaints	6	11
On-site Wastewater Assessments/Permits	4	20
Form 49 & 50 Assessments/Inspections	2	2
New Food Business Enquiries	4	9
Development Application Assessments	0	2

ANIMAL CONTROL STATISTICS

	October – December	Total
Dogs Registered	48	1124
Kennel Licenses Issued/Renewed	1	11
Dogs Seized	0	3
Dogs Surrendered	0	1
Dogs Euthanized	0	1
Dogs placed with Dogs' Homes of Tasmania	0	1
Caution Notices Issued	0	12
Infringements	1	18
Fire Abatement issued	51	63

FINANCIAL REPORTING

Profit and Loss

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	13,027,196	12,954,680	72,516	1%	12,954,680	
Statutory Charges	363,424	336,498	26,926	8%	691,962	
User Charges	647,023	584,701	62,322	11%	980,956	1
Grants	628,497	878,221	(249,724)	-28%	2,430,702	2
Interest & Investment Revenue	405,551	264,200	141,351	54%	611,200	3
Contributions	610,309	92,502	517,807	560%	185,004	4
Other Revenue	1,101,267	947,808	153,459	16%	1,825,339	5
Total Trading Income	16,783,267	16,058,610	724,657	5%	19,679,843	
Gross Profit	16,783,267	16,058,610	724,657	5%	19,679,843	
Capital Grants						
Grants Commonwealth Capital - Other	551,149	403,039	148,110	37%	1,050,721	6
Grants Commonwealth Capital - Roads to Recovery	31,510	0	31,510	0%	31,510	
Grants State Capital - Other	49,366	236,866	(187,500)	-79%	486,866	7
Total Capital Grants	632,025	639,905	(7,880)	-1%	1,569,097	
Other Income						
Net Gain (Loss) on Disposal of Assets	70,082	0	70,082	0%	0	8
Total Other Income	70,082	0	70,082	0%	0	
Operating Expenses						
Employee Costs	2,522,037	2,906,802	(384,765)	-13%	5,703,604	9
Materials & Services	4,017,781	4,409,434	(391,653)	-9%	8,038,110	
Depreciation	1,757,489	1,720,304	37,185	2%	3,430,537	
Interest	60,445	95,164	(34,719)	-36%	189,543	
Other Expenses	102,412	124,642	(22,230)	-18%	219,284	
Total Operating Expenses	8,460,165	9,256,346	(796,181)	-9%	17,581,078	
Net Profit	8,323,102	6,802,264	1,520,838	22%	2,098,765	
Total Comprehensive Result (incl Capital Income)	9,025,209	7,442,169	1,583,040	21%	3,667,862	

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

- Higher than expected revenue generated from variable water charges and higher than expected revenue generated from transfer stations year to date.
- Opportunistic not budgeted Primary Health Tasmania Grant of \$27k expected in June, received in July. Black Summer grant funds of \$307k not yet received.
- Higher than expected interest income due to increasing interest rates.
- Public Open space contribution \$397k and Subdivision contribution \$128k higher than budget.
- Medical turnover higher than estimate from higher patient throughput. Medical services have now transferred out of Council operations.
- Local Roads & Community Infrastructure Grant of \$148k forecasted for January received early.
- Emergency management funds for stormwater damage of \$187,500 not yet received.
- Proceeds from sale of various equipment and motor vehicles.
- Staff vacancies creating shortfall in staff capacity/availability.

Profit and Loss Summary - Governance

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Governance.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Statutory Charges	134	0	134	0%	0	
Total Trading Income	134	0	134	0%	0	
Gross Profit	134	0	134	0%	0	
Operating Expenses						
Employee Costs	186,041	264,336	(78,295)	-30%	528,672	1
Materials & Services	42,323	55,858	(13,535)	-24%	93,316	
Depreciation	11,053	20,457	(9,404)	-46%	40,277	
Other Expenses	75,476	75,642	(166)	0%	151,284	
Total Operating Expenses	314,894	416,293	(101,399)	-24%	813,549	
Net Profit	(314,760)	(416,293)	101,533	-24%	(813,549)	
Total Comprehensive Result (incl Capital Income)	(314,760)	(416,293)	101,533	-24%	(813,549)	

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

1. Staff vacancies creating shortfall in staff capacity/availability.

Profit and Loss Summary - Works & Services

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Bridges & Culverts, Emergency Management, Parks & Reserves, Plant Costs & Recoveries, Private Works, Roads & Footpaths, Sewer, Stormwater & Drainage, Town Maintenance, Waste Management.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	1,958,757	1,945,616	13,141	1%	1,945,616	
User Charges	128,624	111,314	17,310	16%	208,691	
Grants	595,853	874,666	(278,813)	-32%	2,242,915	1
Other Revenue	94,762	0	94,762	0%	0	2
Total Trading Income	2,777,996	2,931,596	(153,600)	-5%	4,397,222	
Gross Profit	2,777,996	2,931,596	(153,600)	-5%	4,397,222	
Capital Grants						
Grants Commonwealth Capital - Other	446,013	297,903	148,110	50%	698,990	3
Grants Commonwealth Capital - Roads to Recovery	31,510	0	31,510	0%	31,510	
Grants State Capital - Other	0	187,500	(187,500)	-100%	187,500	4
Total Capital Grants	477,523	485,403	(7,880)	-2%	918,000	
Other Income						
Net Gain (Loss) on Disposal of Assets	50,282	0	50,282	0%	0	
Total Other Income	50,282	0	50,282	0%	0	
Operating Expenses						
Employee Costs	1,032,411	1,209,906	(177,495)	-15%	2,419,812	5
Materials & Services	1,649,591	1,979,660	(330,069)	-17%	3,960,962	6
Depreciation	1,253,214	1,236,122	17,092	1%	2,462,174	
Other Expenses	0	2,000	(2,000)	-100%	2,000	
Total Operating Expenses	3,935,215	4,427,688	(492,473)	-11%	8,844,948	
Net Profit	(1,157,219)	(1,496,092)	338,873	-23%	(4,447,726)	
Total Comprehensive Result (incl Capital Income)	(629,414)	(1,010,689)	381,275	-38%	(3,529,726)	

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

1. Black Summer grant funds of \$307k not yet received.
2. Extra unbudgeted funds received of \$50k from Department of Defence for Sand River Road, Buckland and insurance payments received.
3. Local Roads & Community Infrastructure Grant of \$148k forecasted for January received early.
4. Emergency management funds for stormwater damage of \$187,500 not yet received.
5. Staff vacancies creating shortfall in staff capacity/availability.
6. Lower than budgeted contractor costs and material purchases.

Profit and Loss Summary - Corporate Services

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Corporate Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	10,501,184	10,448,994	52,190	0%	10,448,994	
Statutory Charges	31,692	49,998	(18,306)	-37%	99,996	
Grants	3,864	0	3,864	0%	184,232	
Interest & Investment Revenue	403,526	264,000	139,526	53%	610,800	1
Other Revenue	331,447	297,998	33,449	11%	305,996	
Total Trading Income	11,271,712	11,060,990	210,722	2%	11,650,018	
Gross Profit	11,271,712	11,060,990	210,722	2%	11,650,018	
Operating Expenses						
Employee Costs	405,525	375,090	30,435	8%	750,180	
Materials & Services	1,100,437	1,157,934	(57,497)	-5%	1,632,267	
Depreciation	20,767	22,102	(1,335)	-6%	43,639	
Interest	3,349	7,800	(4,451)	-57%	15,600	
Other Expenses	26,936	47,000	(20,064)	-43%	66,000	
Total Operating Expenses	1,557,013	1,609,926	(52,913)	-3%	2,507,686	
Net Profit	9,714,699	9,451,064	263,635	3%	9,142,332	
Total Comprehensive Result (incl Capital Income)	9,714,699	9,451,064	263,635	3%	9,142,332	

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

1. Higher than expected interest income due to increasing interest rates.

Profit and Loss Summary - Development Services

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Development Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Statutory Charges	325,290	282,498	42,792	15%	583,962	
User Charges	19,128	21,517	(2,389)	-11%	22,963	
Contributions	610,309	92,502	517,807	560%	185,004	1
Other Revenue	2,615	4,002	(1,387)	-35%	8,004	
Total Trading Income	957,342	400,519	556,823	139%	799,933	
Gross Profit	957,342	400,519	556,823	139%	799,933	
Operating Expenses						
Employee Costs	397,421	463,734	(66,313)	-14%	927,468	2
Materials & Services	349,459	319,530	29,929	9%	640,253	
Depreciation	12,357	11,849	508	4%	23,389	
Total Operating Expenses	759,238	795,113	(35,875)	-5%	1,591,110	
Net Profit	198,105	(394,594)	592,699	-150%	(791,177)	
Total Comprehensive Result (incl Capital Income)	198,105	(394,594)	592,699	-150%	(791,177)	

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

1. Public Open space contribution \$397k and Subdivision contribution \$128k higher than budget.
2. Staff vacancies creating shortfall in staff capacity/availability.

Profit and Loss Summary - Tourism and Economic Development

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Tourism & Economic Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Gross Profit	0	0	0	0%	0	
Operating Expenses						
Materials & Services	60,015	60,000	15	0%	65,000	
Total Operating Expenses	60,015	60,000	15	0%	65,000	
Net Profit	(60,015)	(60,000)	(15)	0%	(65,000)	
Total Comprehensive Result (incl Capital Income)	(60,015)	(60,000)	(15)	0%	(65,000)	

Profit and Loss Summary - Community Development

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Community Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Grants	1,280	3,555	(2,275)	-64%	3,555	
Interest & Investment Revenue	0	200	(200)	-100%	400	
Other Revenue	3,176	0	3,176	0%	0	
Total Trading Income	4,456	3,755	701	19%	3,955	
Gross Profit	4,456	3,755	701	19%	3,955	
Operating Expenses						
Employee Costs	77,815	108,468	(30,653)	-28%	216,936	
Materials & Services	31,375	35,282	(3,907)	-11%	74,414	
Depreciation	25,484	21,880	3,604	16%	43,520	
Total Operating Expenses	134,673	165,630	(30,957)	-19%	334,870	
Net Profit	(130,217)	(161,875)	31,658	-20%	(330,915)	
Total Comprehensive Result (incl Capital Income)	(130,217)	(161,875)	31,658	-20%	(330,915)	

Profit and Loss Summary - Building & Facilities

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Buildings & Facilities.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Interest & Investment Revenue	2,025	0	2,025	0%	0	
Other Revenue	72,790	45,808	26,982	59%	80,096	
Total Trading Income	74,815	45,808	29,007	63%	80,096	
Gross Profit	74,815	45,808	29,007	63%	80,096	
Capital Grants						
Grants Commonwealth Capital - Other	105,136	105,136	(0)	0%	105,136	
Grants State Capital - Other	49,366	49,366	0	0%	299,366	
Total Capital Grants	154,502	154,502	0	0%	404,502	
Operating Expenses						
Employee Costs	28,395	35,874	(7,479)	-21%	71,748	
Materials & Services	129,618	120,974	8,644	7%	244,645	
Depreciation	291,337	258,438	32,899	13%	516,876	
Total Operating Expenses	449,350	415,286	34,064	8%	833,269	
Net Profit	(374,536)	(369,478)	(5,058)	1%	(753,173)	
Total Comprehensive Result (incl Capital Income)	(220,034)	(214,976)	(5,058)	2%	(348,671)	

Profit and Loss Summary - Marina & Wharf

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Marina & Wharf.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
User Charges	346,641	332,180	14,461	4%	519,980	
Other Revenue	1,554	0	1,554	0%	0	
Total Trading Income	348,195	332,180	16,015	5%	519,980	
Gross Profit	348,195	332,180	16,015	5%	519,980	
Operating Expenses						
Employee Costs	7,916	23,922	(16,006)	-67%	47,844	
Materials & Services	76,720	64,331	12,389	19%	104,079	
Depreciation	63,193	63,198	(5)	0%	126,396	
Interest	27,290	25,704	1,586	6%	51,408	
Total Operating Expenses	175,119	177,155	(2,036)	-1%	329,727	
Net Profit	173,077	155,025	18,052	12%	190,253	
Total Comprehensive Result (incl Capital Income)	173,077	155,025	18,052	12%	190,253	

Profit and Loss Summary - Animal Control

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Animal Control.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Statutory Charges	6,308	4,002	2,306	58%	8,004	
User Charges	16,850	19,688	(2,838)	-14%	29,318	
Other Revenue	128	0	128	0%	0	
Total Trading Income	23,287	23,690	(403)	-2%	37,322	
Gross Profit	23,287	23,690	(403)	-2%	37,322	
Operating Expenses						
Employee Costs	47,046	44,094	2,952	7%	88,188	
Materials & Services	4,722	3,150	1,572	50%	9,090	
Depreciation	3,866	3,978	(112)	-3%	7,892	
Total Operating Expenses	55,634	51,222	4,412	9%	105,170	
Net Profit	(32,347)	(27,532)	(4,815)	17%	(67,848)	
Total Comprehensive Result (incl Capital Income)	(32,347)	(27,532)	(4,815)	17%	(67,848)	

Profit and Loss Summary - Medical Services

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Medical Centres.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	567,255	560,070	7,185	1%	560,070	
Grants	27,500	0	27,500	0%	0	
Other Revenue	561,594	600,000	(38,406)	-6%	1,200,000	
Total Trading Income	1,156,348	1,160,070	(3,722)	0%	1,760,070	
Gross Profit	1,156,348	1,160,070	(3,722)	0%	1,760,070	
Other Income						
Net Gain (Loss) on Disposal of Assets	19,800	0	19,800	0%	0	
Total Other Income	19,800	0	19,800	0%	0	
Operating Expenses						
Employee Costs	161,550	273,562	(112,012)	-41%	547,124	1
Materials & Services	519,045	571,602	(52,557)	-9%	1,141,958	
Depreciation	22,336	31,377	(9,041)	-29%	59,194	
Total Operating Expenses	702,931	876,541	(173,610)	-20%	1,748,276	
Net Profit	453,418	283,529	169,889	60%	11,794	
Total Comprehensive Result (incl Capital Income)	473,218	283,529	189,689	67%	11,794	

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

1. Medical services have now transferred out of Council operations.

Profit and Loss Summary - Prosser Plains Raw Water Scheme

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2023

Department is Prosser Plains Raw Water Scheme.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
User Charges	135,780	100,002	35,778	36%	200,004	
Other Revenue	0	0	0	0%	231,243	
Total Trading Income	135,780	100,002	35,778	36%	431,247	
Gross Profit	135,780	100,002	35,778	36%	431,247	
Operating Expenses						
Employee Costs	0	3,630	(3,630)	-100%	7,260	
Materials & Services	42,735	34,796	7,939	23%	65,792	
Depreciation	53,883	54,030	(147)	0%	107,179	
Interest	29,806	61,660	(31,854)	-52%	122,535	
Total Operating Expenses	126,424	154,116	(27,692)	-18%	302,766	
Net Profit	9,357	(54,114)	63,471	-117%	128,481	
Total Comprehensive Result (incl Capital Income)	9,357	(54,114)	63,471	-117%	128,481	

CORPORATE CALENDAR

Document / Item	LGA Act Reference or Other as Stipulated	Statutory Y/N	Date Last Updated	Responsible Officer	Review Cycle	Comments
Annual Plan & Budget Estimates	S82, S70G	Yes	Jul-23	Director Corporate & Community	Annual	Adopted July 2023. Commence in March each year
Annual Report	S72	Yes	Dec-23	General Manager	Annual	Commence in July each year
Applying for Grants on Council Land Policy	Various	No	Apr-21	Director Planning & Development	4 years	
Asset Management Policy	S70E, 70C	Yes	Oct-20	Director Works & Infrastructure	4 years	
Audit Panel Charter	S85, S85A, S85B	Yes	Apr-20	Director Corporate & Community	4 years	
Australian Citizenship Ceremony Dress Code	S70E, S70G,	Yes	Feb-20	Director Corporate & Community	4 years	
Budget	S82	Yes	Jun-23	Director Corporate & Community	Annual	Adopted June 2023. Commence in March each year
Business Continuity Plan	S70E & Various	Yes	Mar-21	General Manager	2 years	
Car Parking Cash-In-Lieu Contribution Policy	S70E, S70G	No	Sep-22	Director Planning & Development	4 years	
Coastal Erosion & Indundation Policy	S70E	No	New	Director Planning & Development	4 years	To be developed
Code for Tenders and Contracts	S333B, S70E, S70G	Yes	Feb-22	Director Works & Infrastructure	2 years	
Code of Conduct	S28E (2) c	Yes	Feb-19	N/A	4 years	Every new term of Council
Communications & Engagement Framework	S70E	Yes	Apr-22	Director Corporate & Community	4 years	
Community RecoveryPlan	S70E & Various	Yes	Feb-21	Director Works & Infrastructure	4 years	
Community Small Grant Policy	S70E, S70G	No	Sep-10	Director Corporate & Community	4 years	In progress
Community Strategic Plan	S66	Yes	Mar-20	General Manager	4 years	
Conservation Covenant Rebate Policy	S129	Yes	May-19	Director Corporate & Community	2 years	
Corporate Branding Policy	S70E, S70G	No	New	General Manager	4 years	To be developed
Corporate Credit Card Policy	S70E, S70G	No	Apr-20	Director Corporate & Community	4 years	
Council Advertising Policy	S70E, S70G	No	Jan-22	General Manager	4 years	
Council Meetings - Audio/Visual Recording	R33 LG(MP) Regs 2015	Yes	Aug-22	General Manager / Executive Officer	As required	
Council Workshop Policy	Various	No	Jan-23	General Manager	4 years	
Councillor Allowances & Expense Reimbursement Policy	S70E, S70G, R42 LG(Gen) Regs	Yes	Jul-22	Director Corporate & Community	4 years	
COVID Safe Plans	S70E & Various	Yes	May-22	General Manager	As required	
Customer Service Charter	339F, S70E, S70G	Yes	Sep-23	Director Corporate & Community	4 years	Reviewed and adopted at 26 September 2023 Ordinary Council Meeting
Debt Collection Procedure	S70E, S70G + Various Legislation	Yes	New	Director Corporate & Community	4 years	In progress
Delegation Register	S64	Yes	Apr-22	General Manager	As required	Reviewed and adopted at 26 September 2023 Ordinary Council Meeting.
Dog Management Policy 2019-2025	S7 (Dog Control Act)	Yes	Jan-20	Director Planning & Development	4 years	Initial consultation has commenced with key stakeholders. Broader community consultation to occur following adoption of Orford Foreshore MasterPlan.
Employee Code of Conduct Policy - Staff	Various	No	Mar-22	General Manager	4 years	
Enterprise Agreement	Various	Yes	Jul-22	General Manager / Internal Review Committee	3 years	
Environmental Bylaw	S145 LGA + Various	Yes	May-20	Director Planning & Development	4 years	Gazetted 23 May 2020
Fees & Charges Register	s206	Yes	Jun-23	Director Corporate & Community	Annual	Commence in March each year
Financial Hardship Assistance Policy	Part 9 (Rates & Charges), S70E, S70G	No	Apr-20	Director Corporate & Community	4 years	To be reviewed initially in July 2021
Financial Management Strategy	S70, S70F, S70G	Yes	Jul-21	Director Corporate & Community	2 years	Review as required
Financial Reserves Policy	S70E, S70G	Yes	Apr-20	Director Corporate & Community	As required	
Flora & Fauna Plans	Threatened Species Act 1995/Nature Conservation Act 2002/EPBC Act 1999/Forest Practices Regulations 2005	Yes	2014	Director Planning & Development	4 years	Review placed on hold for the next financial year. The current F&F plans still remain current until the review takes place.
Fraud Control Policy	S70E, S70G + Various Legislation	Yes	Apr-20	Director Corporate & Community	2 years	

Gifts & Donations Policy	S56A, S56B, 70E, 70G, LG(Gen) Regs 2015	Yes	Aug-21	General Manager / Executive Officer	3 years	
Implementation of Records Management System	S70E, S70G & State Archives Act	Yes	Jun-21	Director Corporate & Community	Complete	Sharepoint
Information Management Policy	S70E, Archives Act & Various	Yes	Jul-21	Director Corporate & Community	4 years	In progress
Investment Policy	S70E, S70G + Various Legislation	Yes	Aug-15	Director Corporate & Community	As required	In progress
Leasing & Licensing of Council Owned & Managed Property	Various	No	Mar-23	Director Planning & Development	March 2024, thereafter 4 years	Adopted in April 2023.
Long Term Financial Management Plan	S70, S70F, S70G	Yes	Dec-21	Director Corporate & Community	Updates as required	In progress for March 2023
Media Policy	S70E, S70G	No	Mar-23	General Manager / Executive Officer	4 years	
Mobile Food Vans, Pop-up Stalls & Kerbside Vending Policy	S70E, S70G	No	Oct-19	Director Planning & Development	4 years	
Municipal Emergency Management Plan	Emergency Management Act	Yes	Sep-23	Director Works & Infrastructure	2 years	Complete
Pandemic Plan	S70E & Various	Yes	May-23	Director Works & Infrastructure	2 years	Incorporated in Municipal Emergency Management Plan
Personal and Private information Policy	S70E, S70G + Various Legislation	Yes	Oct-21	General Manager	2 years	Review in progress.
Planning & Building Fees Policy	S70E, S70G, S205, S206	Yes	Aug-19	Director Planning & Development	4 years	
Priority Projects 2022	N/A	No	Jan-23	General Manager	Annual	
Private Works Policy	S70E, S70G	No	Jun-20	Director Works & Infrastructure	4 years	
Public Art and Memorial Policy	Various	No	Sep-22	Director Works & Infrastructure	4 years	
Public Land Register	S177A (2)	Yes	New	Director Planning & Development	4 years	To be developed 2022/23
Public Open Space Contribution Policy	Various	No	Feb-21	Director Planning & Development	4 years	
Rate Relief for Community Groups Policy	S129	Yes	Sep-23	Director Corporate & Community	4 years	
Rate Relief for Religious Organisations Policy	S129	Yes	Apr-20	Director Corporate & Community	4 years	
Rates and Charges Policy	Various	Yes	Jun-21	Director Corporate & Community	4 years	
Rates Resolution	S90	Yes	Jun-23	Director Corporate & Community	Annual	Commence in April each year
Recognition of continuous years of service - Councillors and Staff Policy	S70E, S70G	No	Sep-19	Director Corporate & Community	As required	
Recruitment Policy	S70E, S70G, Antidiscrimination Act	No	Feb-22	General Manager	4 years	
Related Party Disclosure Policy	Various	Yes	Jan-21	Director Corporate & Community	3 years	
Risk Management Policy	S70E, S70G + Various Legislation	Yes	Jun-20	Director Corporate & Community	Annual	
Risk Management Strategy	S70E, S70G + Various Legislation	Yes	Jun-20	Director Corporate & Community	2 years	
Risk Register	Various	Yes	Jun-22	General Manager	Annual	In progress
S24 Review	S24, S70E, S70G	No	Oct-20	General Manager	4 years	In progress
Strategic Asset Management Plan	S70B, S70F, S70G	Yes	May-21	Director Works & Infrastructure	2 years	Preliminary works commenced
Tree Management Policy	S70E, S70G	No	Sep-22	Director Works & Infrastructure	4 years	
Triabunna Marina and Wharf Precinct Policy	S70E, S70G	No	Jul-22	Director Works & Infrastructure	4 years	
Unsealed Roads Policy	Various	No	Aug-21	Director Works & Infrastructure	4 years	
Use of Council Logo Policy	S70E, S70G	No	Sep-19	General Manager / Executive Officer	4 years	Review in progress.
Use of Council's Common Seal Policy	S70E, S70G	No	Sep-23	General Manager / Executive Officer	4 years	Reviewed and adopted at 26 September 2023 Ordinary Council Meeting
Use of Electronic Devices	S70E, S70G	No	Nov-19	Director Corporate & Community	4 years	To be reviewed by no later than 2022 and thereafter, every four years. Policy review in progress
Volunteer Policy	S70E, S70G + Various Legislation	No	Sep-19	Director Corporate & Community	4 years	
Waste Management Policy	S70E, S70G	No	Apr-20	Director Works & Infrastructure	4 years	
Weed Management Plan	Weed Management Act 1999	Yes	Jan-23	Director Works & Infrastructure	5 years	Draft developed
Safeguarding Children and Young People Policy	Child and Youth Safe Organisations Act 2023 (Tas)	Yes	Dec-23	General Manager	1 year	

COUNCIL MOTION TRACKING DOCUMENT

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
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	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report.	Subdivision work that included stormwater impact complete. Culvert upgrade complete. Works in private land to follow on in consultation with land owners.
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- of January 2020.	Complete – The Orford Foreshore Masterplan has been adopted.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	GM	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.	Complete – The Orford Foreshore Masterplan has been adopted.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	DPD	That: 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.	A report was presented to Council in December to form a Dog Management Policy Working Group. This was endorsed unanimously, and the group is continuing to meet and prepare a draft document.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	DPD / EHO	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: 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.	The food vendor licence policy is dependent on the By-Law review. It is recommended to pause work on the By-Law until the Future of Local Government Review is completed.
25 May 2021	8.2	85/21	Petition to Amend Sealed Plan - 14 French Street, Orford	DPD	1. Receive the above report and note that a decision was not made at the 23 March 2021 Council Meeting for the Petition to Amend Sealed Plan at 14 French Street, Orford, as the motion was lost and an alternate motion was not put. 2. Resolve that an additional report be presented to Council at a future meeting and that the applicant be provided with an opportunity to provide submissions in support of the petition to amend the Sealed Plan 168707 as applied for under SA 2020/11.	Applicant had requested that this item be considered at the September 2021 Council Meeting. Still awaiting instruction from applicant. Suggest removal of this item as it is now for a future decision.
28 September 2021	8.3	167/21	Swanwick Foreshore Erosion	MB&MI	that Council: 1. Ceases any further involvement in coastal erosion mitigation at the Swanwick Drive vicinity, and elsewhere in the municipality and; 2. Develops a Policy on coastal erosion and inundation.	Complete. Policy development under investigation.
22 February 2022	8.4	36/22	Glamorgan Spring Bay Council Section 24 Special Committees	GM	That Council: 1. Endorses a review of the Guidelines for Section 24 Special Committees of Council. 2. Endorses a review process for each individual Section 24 Special Committee.	In progress. Committees have been advised of the Council decision and that a Council Officer will be in contact in due course to work collaboratively with the Committee on the review.
22 February 2022	8.5	37/22	March 2021 Storm Damage	DWI	That Council progress with the emergency repairs and allocate identified funds from the additional income sources to commence works on the outstanding repairs identified under this TRRA grant submission this financial year.	Works completed on Rosedale Road and Bridge clearance works commenced. Planning underway for other sites. First claim approved. Projects in 2022-23 capital program have been programmed and constructed. Wielangta Road corner rehabilitation complete. All complete.
22 March 2022	8.8	62/22	Swansea Helipad Proposal	DWI	That Council endorse the proposal to develop land, within planning and statutory confinements and in conjunction with other emergency management stakeholder agencies at 76 Maria Street Swansea for emergency preparedness and response purposes; that being the development of helicopter staging infrastructure through grant funding and inter-agency cooperation.	Ongoing liaison for the planning of the project through June. Propose to commence design in July 2022. Further survey to inform design underway.
26 April 2022	8.8	83/22	Bicheno Triangle Final Design for Tender	DWI	That council endorse the proposed design and authorise officers to proceed to tendering with a view to construction.	Scope reduced. Developing smaller tender packages – quote received – working with preferred tenderer to get to a contract position.
25 October 2022	8.3	223/22	Orford Foreshore Masterplan		That Council: 1. Endorse the Orford Foreshore Masterplan in the form of Attachment 1. 2. Does not agree to enter into a lease/licence for the Prosser River Training Wall (sandbags), nor accept responsibility for any maintenance or management of this infrastructure. 3. Review the outcomes and time-frames on a regular basis with the aim to have the implementation of the management plan finalised within 5 years.	Ongoing discussion with Parks and Wildlife, awaiting their sign off.
25 October 2022	8.4	224/22	Mulching Green Waste	DWI	That council advise the public that a coarse mulch is available to pick up in domestic quantities from the Orford Transfer Station at the collector's risk and from time to time at no cost.	Process and timing for public notification and dispersal being developed. Other mulching options being investigated to see if better quality can be produced.
28 March 2023	8.8	63/23	Late Agenda Report - Limited Extension of Financial Delegation for General Manager	DWI	That Council increases the delegation limit of the General Manager from \$250,000 to satisfy the Black Summer Bushfire Recovery Grant deed requirements for Telstra invoice values for	In progress

					design of \$269,159, for building \$358,878 and finalisation of \$269,159.	
18 April 2023	9.1	87/23	Notice of Motion - Deputy Mayor Michael Symons	GM	1. That Glamorgan Spring Bay Council write to the Health Minister to raise council and community concerns over the Department's choice of 60 A Burgess Street as a preferred site for Bicheno's new ambulance station. 2. That Council requests a meeting with the Health Minister's representatives for the purpose of discussing those concerns and to give Council an opportunity to put forward potential alternative sites.	Letter sent to Minister for Health. Meeting schedule with Deputy Mayor and Health Minister Representatives for June 2023.
23 May 2023	8.2	106/23	Swansea Loo with a View Future	DWI	That: 1. Council remove the existing turpentine piles and offer them for sale 2. Council install the second toilet pod at a suitable distance on the northern side of the existing toilet to enable the utilisation of existing sewer and water connections.	Investigation and design for new location being progressed. Poles removed.
25 July 2023	8.1	157/23	Local Government Reform	GM	That: 1. The General Manager provides a further report on the completed community survey at the next Council meeting. and; 2. Considering the complexity that Glamorgan Spring Bay Council has with options that include a possible North/South split, that a stage 2 response to the Local Government Review Board (due August 2, 2023) will be necessarily brief. and; 3. The response will indicate that GSBC will be willing to continue to engage with the Tasmanian Government and neighbouring Councils to identify reforms that will meet the principles of the Local Government review and be to the benefit of the communities concerned. and; 4. That the Tasmanian Government be requested to fund and model any potential Local Government reform identified in point 3 above for consideration by Council and community before any final decisions are made.	Ongoing
25 July 2023	8.3	159/23	Request for Event Support - Bicheno Food & Wine Festival	DCC	That Council provides to Bicheno Food & Wine Festival association for the Bicheno Food & Wine Festival to be held on 18 November 2023 the following event grant funding and support: 1.The provision, delivery and collection of 12 rubbish bins (red lid) and 12 recycling bins (yellow lid) and bin liners for the event, and 2.The collection of any recycle bags for disposal from the event location, on Monday 20 November 2023, and provision of a lifting machine to transport these to the Bicheno Waste Transfer Station for recycling, and 3.Provide a \$2,000 cash contribution towards the cost of waste management and hire of a traffic controller to implement the road closure for the event.	Complete
22 August 2023	8.1	179/23	Request for Event Support - Freycinet Challenge 2023	DCC	That Council approves the application for event support from Jamset Pty Ltd for the Freycinet Challenge event, to be held on 7 & 8 October 2023, of \$1,500 cash towards the costs of three safety boats for the event, and in-kind support as resources permit.	Complete
26 September 2023	8.7	215/23	Our Park Orford community Response to survey	DWI	That Council refers the proposals associated with this report to a future workshop to consider how the Park may be developed to promote the interests of the community.	Underway
26 September 2023	8.8	216/23	Request for Event Support - Landcare Tasmania Inc (Tasmanian Community Landcare Conference)	DCC	That Council approves the application for event support of \$2,000 from Landcare Tasmania Inc for the 2023 Landcare Tasmania Conference.	Complete
26 September 2023	8.9	217/23	Community Small Grant Application - Triabunna Tivoli Theatre	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Triabunna Tivoli Theatre for a contribution towards the monthly cinema nights at the Triabunna Hall.	Complete
24 October 2023	8.1	240/23	Proposed Schedule - 2024 Ordinary Meetings of Council	EO	That Council by absolute majority: 1. Adopts the following schedule of dates for the 2024 Ordinary Meetings of Council to commence at 2.00pm; and 2. That the 2024 Annual General Meeting of the Glamorgan Spring Bay Council be held on Tuesday 10 December 2024 commencing at 5.30pm; and 3. That Special Meetings of Council can be called at any time by the Mayor.	Complete
24 October 2023	8.2	241/23	Proposed Council Office Closure – 2023 Christmas / New Year Holiday Period	EO	That Council endorses the closure of the Triabunna Council Offices from 12:00pm on Thursday 14 December 2023, to reopen on Friday 15 December 2023; and from 4:30pm on Friday 22 December 2023 to re-open on Tuesday 2 January 2024 at 9.00am.	Complete
24 October 2023	8.3	242/23	Nomination of Councillor to Cranbrook Hall Section 24 Special Committee	EO	That Council appoint Clr Richard Parker to the Cranbrook Hall Committee, effective 24 October 2023.	Complete
24 October 2023	8.4	243/23	Community Small Grant Application - Triabunna Christmas Crew	DCC	That Council approve the application for Community Small Grant funding to the Triabunna Christmas Crew for \$1500 for the Triabunna Christmas Parade and Festivities to be held on Friday 15th December 2023, plus in kind support by the way of advertising of road closure and management of those. The roads that will be affected are Victoria St, Melbourne St, Vicary St and Charles St.	Complete
24 October 2023	8.5	244/23	Council Owned Vehicles Policy	DPD	That Council rescind the Council Owned Vehicle Policy and note that fleet management will be managed in accordance with best practice guidelines and internal processes.	Complete
24 October 2023	8.6	245/23	Disposal of Council Land - Spencer Street, Triabunna	DPD	That Council: RESOLVE under section 178 of the Local Government Act 1993 (the Act) to form an intention to dispose, exchange or lease of public land, being 25 – 35 Spencer Street, Triabunna (Title Ref: 55156/25 - 35) (the Land) AUTHORISE the General Manager to take all actions necessary to complete public notification of Council's intent to exchange, sell or lease the land in accordance with section 178 of the Act, and AUTHORISE the General Manager to consider and acknowledge any objection received pursuant to section 178(6) of the Act and report to a future Council meeting.	Complete – Report being presented to January Meeting.
24 October 2023	8.7	246/23	Disposal of Council Land - 50 Beattie Avenue, Bicheno	DPD	That Council: 1. RESOLVE under section 178 of the Local Government Act 1993 (the Act) to form an intention to dispose, exchange or lease of public land, being 50 Beattie Street, Bicheno (Title Ref: 62307/50) (the Land) 2. AUTHORISE the General Manager to take all actions necessary to complete public notification of Council's intent to exchange, sell or lease the land in accordance with section 178 of the Act, and	Ongoing – Report will be presented to future Council meeting.

					3. AUTHORISE the General Manager to consider and acknowledge any objection received pursuant to section 178(6) of the Act and report to a future Council meeting.	
24 October 2023	8.11	250/23	Request for Public Memorial - Vietnam War Memorial - Long Tan Cross - East Coast Heritage Museum	DWI	That Council approves the application for the installation of a Replica Long Tan Cross in the Triangular Rose Garden adjacent to the entry to the East Coast Heritage Museum facing the Flagpole.	Complete.
28 November 2023	8.1	267/23	Community Small Grant Application - Swansea Community Christmas Parade & Activities	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Swansea Community Christmas Committee auspiced through Glamorgan Spring Bay Heritage Society, for a contribution towards the entertainment for the Swansea Christmas Festivities.	Complete
28 November 2023	8.2	269/23	Community Small Grant Application - Pop Up Book Stall (PUBS)	DCC	That Council approve the application for Community Small Grant funding of \$1,317 to Pop Up Book Stall for a portable accessibility ramp.	Complete
28 November 2023	8.3	270/23	Request for Event Support - Coles Bay Triathlon 2024	DCC	That Council provides to Atlas Events Pty Ltd ABN 35 650 446 512 for the Coles Bay Triathlon to be held on 2 March 2024 the following event grant funding and support: 1. Cash contribution of \$1,500 towards promoting the Coles Bay Triathlon on social media and marketing campaigns; and 2. In kind contribution of Council services that are within the usual range of operational works as resources permit including: a. Advertising fees for the road closure of Council owned road; b. Application fees for the recreational space (green area); c. Supply, deliver and collect, 12 rubbish bins (red lid) and liners for the event	Complete
12 December 2023	8.2	286/23	Safeguarding Children and Young People Policy	GM	That Council: 1. Adopts the Safeguarding Children and Young People Policy as attached to this report item effective 12 December 2023. 2. Continue to advocate through Local Government Association of Tasmania (LGAT) for more support from the State Government to implement Royal Commission Recommendation 6.12, and for standardised resources for all Councils to implement the Child and Youth Safe Organisations Act 2023 in a consistent way.	Complete
12 December 2023	8.4	288/23	Renewal of Glamorgan Spring Bay Council Audit Panel Agreements	DCC	That Council re-appoint Mrs Heather Salisbury to the role of Audit Panel Chairperson until 31 December 2026 and confirms the remuneration set at the 15 December 2020 Council meeting of \$1,110 for each Audit Panel meeting chaired.	Complete.

ANNUAL PLAN PERFORMANCE REPORT

FOCUS AREA	ACTION	RESPONSIBLE OFFICER	PROGRESS
Planned asset renewal expenditure based on agreed asset management plans.	Deliver capital works program	Director Works and Infrastructure	Capital program delivery progressing. Tenders called and contracts being awarded. Projects being delivered. Ongoing.
	Prepare capital works program for 2023-24 based on Asset Management Plans and Long Term Financial Management Plan.		
Implement a dedicated process to ensure rates and other fees are collected in a timely manner.	Track and chase-up outstanding rates and fees regularly.	Director Corporate and Community	Ongoing
Manage cash flow tightly to ensure current liabilities can be paid from unrestricted (available) cash.	Ensure unrestricted cash balance and appropriate current liability targets are approved at the time of the annual Rates approval.	Director Corporate and Community	Completed with the budget.
Set realistic budgets and monitor income and expenditure closely.	Budgets are set to accommodate agreed services levels for each of the 21 functional departments that adequately acknowledge the current economic conditions.	Director Corporate and Community	Completed with the budget.
Advocate and lobby effectively on behalf of the community.	Represent community interests to State and Federal Governments and Agencies.	General Manager	Ongoing
Develop and foster a strong, supportive and respectful organisational culture.	Engage the Local Government Reform agenda to lead staff positively and productively through the process.	All Departments	Monitoring needs. Considering required actions.
Support and facilitate social and community events that promote community health and wellbeing	Provide budget allowances that continue to support activities and events in the community.	Director Corporate and Community	Completed with the budget.
Work with health professionals to enhance the physical and mental health of ageing people.	Work with successful tenderer on the transfer of medical centres.	Director Planning and Development	Completed. Handover occurred on the 16 th October 2023.
Advocate for reasonable access to primary, secondary and tertiary education.	Represent community interests to State and Federal Governments and Agencies.	Director Corporate and Community	Ongoing
Advocate for adequate healthcare professionals/ providers.	Work with consortium members on the Primary Care Rural Innovative Multidisciplinary Models (PRIMM) grant.	Director Planning and Development	Work continuing.
Advocate for access and coordination of reasonable transport services.	Engage with LGAT and State Growth on provision of Bus Stop infrastructure	Director Works and Infrastructure	Ongoing
Encourage and support the arts, cultural activities, programs and events.	Continue to support the small community grants program and events	Director Corporate and Community	Ongoing management of the Community Small Grant and Event Grant processes.
Create an informed and involved community by developing relevant and accessible communication channels.	Engage various communication formats when sharing information with the community in order to try to accommodate as many groups as possible.	Director Corporate and Community	Continual development to website, social and print media, public surveys, public meetings etc to communicate relevant issues to the community.
Show personal appreciation for good performance and/or positive behaviours.	Create opportunities for training and career programs	All Departments	Performance and development reviews occur. Training opportunities being identified, booked and completed.
	Ensure annual performance reviews are undertaken with staff.		
Define and embed a clear set of organisational Values and Behaviours.	Develop a set of shared organisational values.	General Manager	Active demonstration of proactive and positive leadership and values of fairness and equity.
Create a psychologically safe environment where people feel they can share ideas and raise and resolve issues or concerns.	Work with staff and other stakeholders to manage the impacts of Local Government Reform	All Departments	Monitoring needs.
Invest in relevant training or professional development to equip managers and staff to perform their roles.	Implement programs / training / counselling as necessary to manage transitional arrangements associated with Local Government Reform.	All Departments	Ongoing.
Ensure that regular performance reviews and plans are in place for all staff and that managers are supported to conduct them.	Program and deliver performance reviews for all staff.	All Departments	Performance and development reviews occur. Training opportunities being identified, booked and completed

Carry out annual staff engagement survey and address key findings.	Identify funding for appropriate programs to assist Local Government Reform Transitions.	All Departments	Ongoing
Complete all asset management plans and policies for Council infrastructure (including assessment of condition) in 2020.	Continue to update Asset Management Plans	Director Works and Infrastructure	Ongoing.
Sustain a safe and well-maintained road network across the municipality.	Implement Capital Works Program	Director Works and Infrastructure	Capital works programmed, planned and delivered. Schedules for grading developed and implemented. Ongoing.
	Schedule operational maintenance grading and associated programs		
Maintain public amenities and recreational facilities.	Manage contracts and schedules for services and monitor performance	Director Works and Infrastructure	Upgrades being delivered in capital program.
	Commence implementation of the actions identified in the Orford Foreshore Masterplan	Director Works and Infrastructure / Director Planning and Development	Work has commenced on applying for grant funding on a significant component of the actions in the Masterplan.
Advocate for improved access and speeds of telecommunications services.	Identify opportunities as they arise	All Departments	Monitoring opportunities and initiating or responding as and when they arise.
Address and update complaints management system in 2020.	Review and upgrade Council's complaints management process to ensure that complaints are actioned in accordance with Council's Customer Service Charter	Director Corporate and Community	Complete
Set clear annual budget priorities to meet needs and community expectations in consultation with the community.	Develop budget and deliver services within adopted budget parameters.	Director Works and Infrastructure	Budget adjustments to service levels implemented. Revised maintenance schedules communicated. Work commenced on draft 2024-25 budgets.
Apply for relevant grant applications and aim to achieve at least 50% success rate.	Monitor Grant opportunities and make applications as relevant to support identified programs and asset plans	Director Works and Infrastructure	Grants identified and applied for as applicable to criteria.
Inspect all Council owned buildings annually.	Establish formal reporting	Director Works and Infrastructure	In progress. Various inspections scheduled for maintenance and capital prioritisation.
Develop plans, policies and guidelines for built assets.	Service level document ongoing development	Director Works and Infrastructure	Service level documentation development ongoing
	Develop Public Toilet Strategy	Director Planning and Development	Progressing
	Commence work on the walking and cycling strategy and look for additional funding sources.	Director Planning and Development	Progressing
Review and update existing Council strategies and plans	Plans reviewed and updated as they fall due	Director Works and Infrastructure / Director Planning and Development	Ongoing
	Update Draft Dog Management Policy	Director Planning and Development	Progressing
	Update Structure Plans for Bicheno, Coles Bay, Swansea and Triabunna/Orford	Director Planning and Development	Progressing
Involve, engage and equip groups and individuals in Natural Resource Management.	Support Landcare volunteers and provide supervision and direction as necessary	Director Works and Infrastructure	Engagement continues but limited due to staff change
Invest in external expertise and capacity to complement GSBC resources.	Uphold Councils' requirements in the MOU with the Landscape Recovery Foundation	Director Works and Infrastructure / Director Planning and Development	Ongoing Development of Climate Change Strategy advancing



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