



**GLAMORGAN SPRING BAY  
COUNCIL**

# Information Briefing Document

as at 31 May 2020

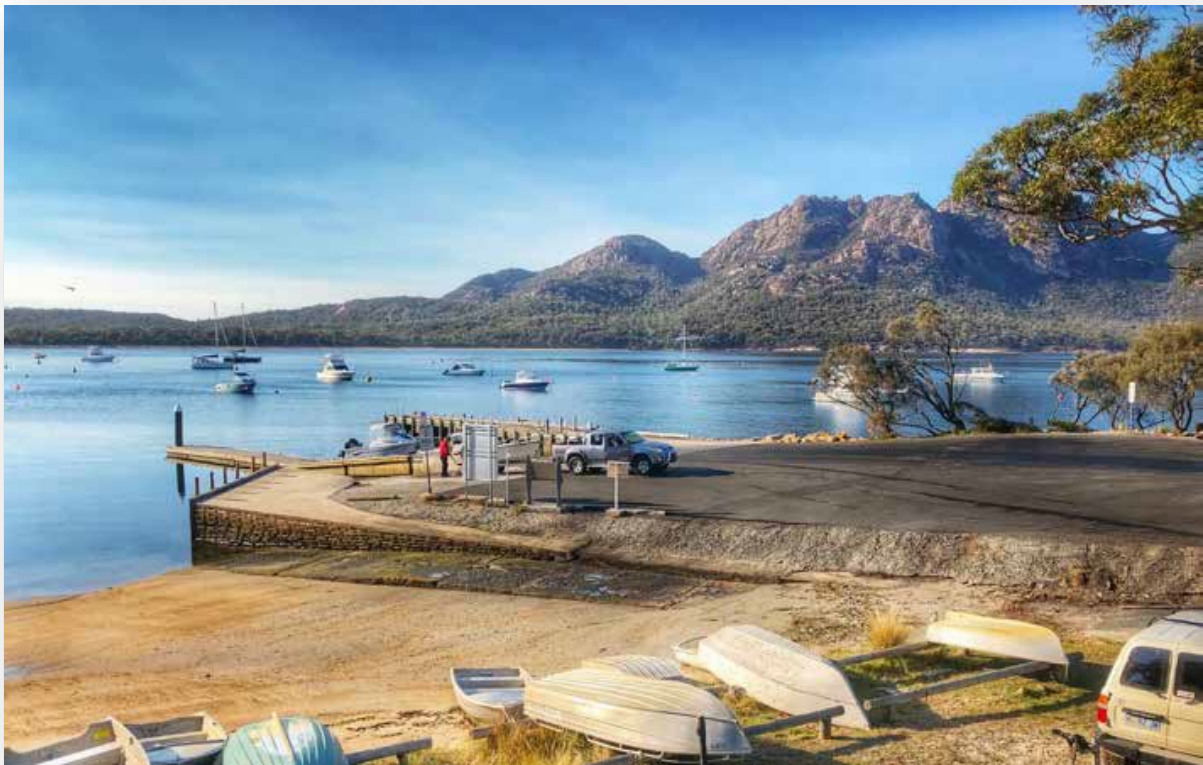
(for the April/May 2020 reporting period)

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**[www.gsbc.tas.gov.au](http://www.gsbc.tas.gov.au)**

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*Coles Bay Boat Ramp Jetty by C Gledhill*

## Departmental Reports as at 31 May 2020

### Acting General Manager – Mrs Marissa Walters

Council Governance · Corporate Services · Medical Services · Economic Development · Safety & Risk Management · Visitor Information Centres

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. The December 2020 ordinary meeting of Council will be held on Tuesday 15 December 2020 at 2.00pm.

Until further notice Council meetings will be held remotely via video conference 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](mailto: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 April & May 2020 there were 225 views of the audio 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.

## Corporate Calendar

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	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
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	DUE 2022															
Community Strategic Plan	Yes	S66	Mar 2020	Submissions to be reviewed at Council workshop May 2020 with final Plan submitted to May 2020 Council meeting for adoption.	Plan developed, workshopped & submitted to ordinary Council May 2020.	General Manager	HIGH	Start	Finish													
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	HIGH	Start								Finish						
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	MEDIUM	Start		Finish												
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	HIGH	Start								Finish						
Asset Management Strategy	Yes	S70D, S70F, S70G	2014	Shared service assistance to develop Asset Management Strategy	*Consistent with Strategic Plan	Works Manager	HIGH	Start				Finish										
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	DUE 2024															
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 to be produced. 2020/21 Annual Plan to be produced.	General Manager / Contract Accountant	HIGH	Start			Finish											
Rates Resolution	Yes	S90	June 2019	Commence in April each year	2020/21 rates resolution to be endorsed by Council.	Contract Accountant	HIGH	Start		Finish												
Fees & Charges Register	Yes	s206	May 2019	Commence in April each year	2020/21 fees and charges register to be submitted to ordinary May 2020 Council meeting	Contract Accountant/General Manager/Manager input	HIGH	Start	Finish													
Budget - Proposed cap and renewal for 20/21 with rationale including LEQY	Yes	S82	June 2019	Commence in Feb/March each year	2020/21 Budget to be endorsed by Council.	General Manager / Contract Accountant	HIGH	Start		Finish												
Generate departmental Budgets with external funding details	No	S82	Apr 2019	To be provided by Department Managers with rationale - To Council Workshops	**Appears much of NRM funding no longer exists	Contract Accountant / Managers	HIGH	Start		Finish												
S24 Review	No	S24, S70E, S70G	Nov 2019	Requires review of existing Guidelines	Lynn Mason assisting with review. To go to July 2020 Council meeting.	General Manager / Executive Officer	LOW				Start	Finish										
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, workshopped and submitted to Council.	General Manager / Managers / Executive Officer	HIGH					Start			Finish							
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	HIGH								Start		Finish					
Environmental Bylaw	Yes	S145 LGA + Various	Sept 2019	Reviewed Sept 2019. Signed by Mayor & AGM Apr 2020	Signed by GM and Mayor. Awaiting certification by Council's solicitor. To be gazetted 2020.	General Manager / Executive Officer	HIGH		Start	Finish												
Policy - Private Works	No	S70E, S70G	To be developed	Requires new policy.	Current internal private works procedure sent to Acting GM Harry Galea. GSBC consider if establishment of private works accounts for Council employees is acceptable as per Investigation Weld, Integrity Commission Board Determination.	Contract Accountant	MEDIUM			Start		Finish										
Integrity Commission Weld Report	Yes	S58 (Integrity Commission Act)	N/A	Mayor and Auditor General to notify Integrity Commission of any action taken based on determination by February 2019	Inform Integrity Commissions of policies/procedures put in place RE: Private Works & Uniform Allowance in EA. See above.	General Manager	MEDIUM			Start	Finish											
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 workshopped 2020.	Manager Building & Marine Infrastructure / EHO / Planning / Compliance	MEDIUM				Start	Finish										
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, workshopped and submitted to Council.	Works Manager & Contract Planner	LOW					Start	Finish									
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	DUE 2022															
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, workshopped and submitted to Council prior to calling for public comment.	TBA	HIGH			Start		Finish										
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	DUE 2023															
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, workshopped and submitted to Council.	Works Manager	LOW						Start		Finish							
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, workshopped and submitted to Council.	Works Manager	LOW						Start		Finish							



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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, workshopped and submitted to Council.	Manager Building & Marine Infrastructure	LOW						Start	Finish								
Policy 3.1 - Grants Auspiced by Council	No	S70E, S70G	Oct 2016	Approved 23.03.09 (064/09) Review required. Workshopped 03.09.19 - not progressed.	To be reviewed June 2020, re-workshopped and submitted to June Council meeting.	Contract Accountant	LOW				Start	Finish										
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	DUE 2022															
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	LOW												Start	Finish		
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	DUE 2024															
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	DUE 2022															
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	DUE 2023															
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	DUE 2024															
Policy 3.11 - Customer Service Charter	Yes	S39F, S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 160/19).	Due for review 2023.	General Manager / Executive Officer	DUE 2023															
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	DUE 2022															
Policy 3.13 - Investment	Yes	S70E, S70G + Various Legislation	Aug 2015	Approved 11.08.15 (110/15) Overdue for review.	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant	MEDIUM					Start	Finish									
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. 1520)	Due for review 2022.	Contract Accountant	DUE 2022															
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	LOW				Start	Finish										
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	LOW			Start	Finish											
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	DUE 2023															
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	DUE 2023															
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	DUE 2023															
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	DUE 2023															
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	MEDIUM		Start	Finish												
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	DUE 2023															
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	MEDIUM				Start	Finish										
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	DUE 2024															
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	AS REQUIRED															
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	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant/Senior Finance Officer	LOW							Start	Finish							
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	DUE 2022															
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	LOW															
Risk Management Policy	Yes	S70E, S70G + Various Legislation	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	HIGH				Start	Finish										
Risk Management Strategy	Yes	S70E, S70G + Various Legislation	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	HIGH				Start	Finish										
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	MEDIUM										Start	Finish				

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Corporate Branding Policy	No	S70E, S70G	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	LOW									Start	Finish					
Risk Register	Yes	Various	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager (ILT assistance)	HIGH				Start			Finish								
Gifts & Benefits Policy	Yes	S56A, S56B, 70E, 70G, LG(Gen) Regs 2015	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	HIGH				Start	Finish										
Emergency Management Plan	Yes	Emergency Management Act	2018	To be reviewed 2020 by the Emergency Management Committee (EMC) every two years. Review overdue.	Requires review by the EMC then approval by the State EM Controller prior to endorsement by Council. Meeting of the EMC to be coordinated by the Chair of the EMC.	EMC	HIGH					Start	Finish									
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	MEDIUM					Start	Finish									
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	MEDIUM									Start		Finish				
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	DUE 2023															
Implementation of Records Management System	Yes	S70E, S70G & State Archives Act	To be implemented	Requires implementation	Due 2020	Corporate Services	HIGH					Start				Finish						



## Property Settlement Certificates

	<u>2015/16</u>		<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>		<u>2019/20</u>	
	132	337	132	337	132	337	132	337	132	337
July	42	17	42	18	47	18	64	25	42	17
August	30	14	50	26	58	28	60	37	31	13
September	34	18	43	20	51	27	46	19	56	31
October	40	18	37	18	57	37	48	22	54	25
November	43	24	53	30	60	32	47	18	53	31
December	48	21	35	17	38	18	40	19	36	17
January	62	28	46	23	59	29	61	24	47	23
February	45	26	72	33	51	20	49	30	37	18
March	46	21	87	41	53	23	45	16	61	26
April	39	24	48	21	61	31	50	27	15	7
May	58	31	50	27	56	31	40	17	16	8
June	26	10	31	16	38	21	27	17		
<b>Total</b>	<b>513</b>	<b>252</b>	<b>594</b>	<b>290</b>	<b>629</b>	<b>315</b>	<b>577</b>	<b>271</b>	<b>448</b>	<b>216</b>
<b>TOTAL</b>		<b>765</b>		<b>884</b>		<b>944</b>		<b>848</b>		<b>664</b>

### 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

Brought Forward Debit Total		\$225,662.38
Brought Forward Credit Total		-\$142,030.52
Previous Years Credits - Undone This Year		\$4,648.40
Previous Years Credits - Reinstated This Year		\$0.00
<b>BALANCE BROUGHT FORWARD</b>		<b>\$88,280.26</b>
<b>PLUS</b>		
Interest Charged		\$15,288.80
Penalty Charged		\$0.00
Rates Levied		\$8,610,568.03
Debit Journals	\$45,415.49 (less \$708.31 being since undone)	\$44,707.18
<b>DEBIT TOTAL</b>		<b>\$8,670,564.01</b>
<b>LESS</b>		
Receipts		\$7,994,236.22
Receipts Undone		-\$9,646.49
Discounts		\$54,857.26
Discounts Undone		-\$45.26
Pension Rebates		\$259,321.55
Credits Journals	\$95,210.01 (less \$4,735.55 being since undone)	\$90,474.46
Supplementary Credits		\$37,125.97
Other Credits		\$0.00
<b>CREDIT TOTAL</b>		<b>\$8,426,323.71</b>
<b>THIS YEAR'S BALANCE</b>		<b>\$244,240.30</b>
<b>RATES BALANCE</b>		<b>\$332,520.56</b>



## Human Resources

Council has been active in its recruitment drive with the recent senior appointments:

- Rob Brunning, Works Manager
- Deon Bellingan, Executive Director – Development (advertised as Deputy General Manager)

Maree Tyrell will be also joining the staff taking on the position of Development & Compliance Officer. In addition Council has appointed another Development & Compliance Officer, Sharon Flugel. Maree and Sharon will lift the resources in the Development team to enable Council to better support and serve the municipality.

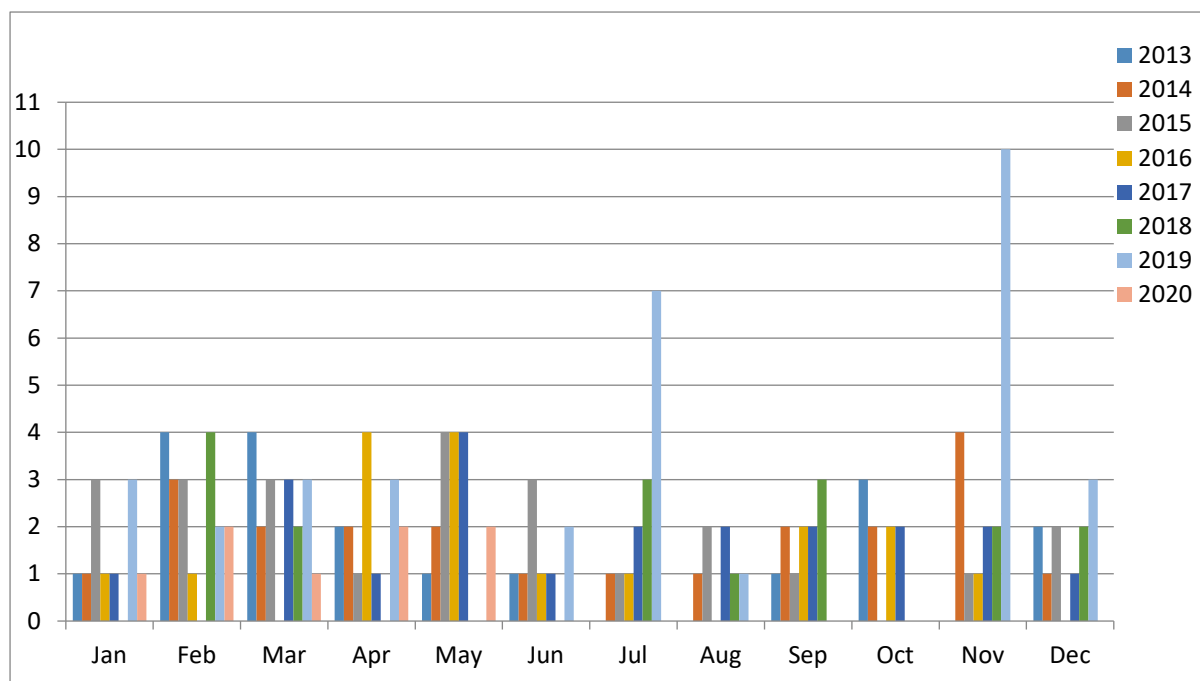
Bev Allen joined Council on the 26 May 2020 as Emergency Management & Risk Project Officer.

Interviews for the position of Team Leader North have been held with the expectation that an appointment to that role will be made in the coming week.

Applications for the position of General Manager closed at 5.00pm on Sunday 7 June 2020.

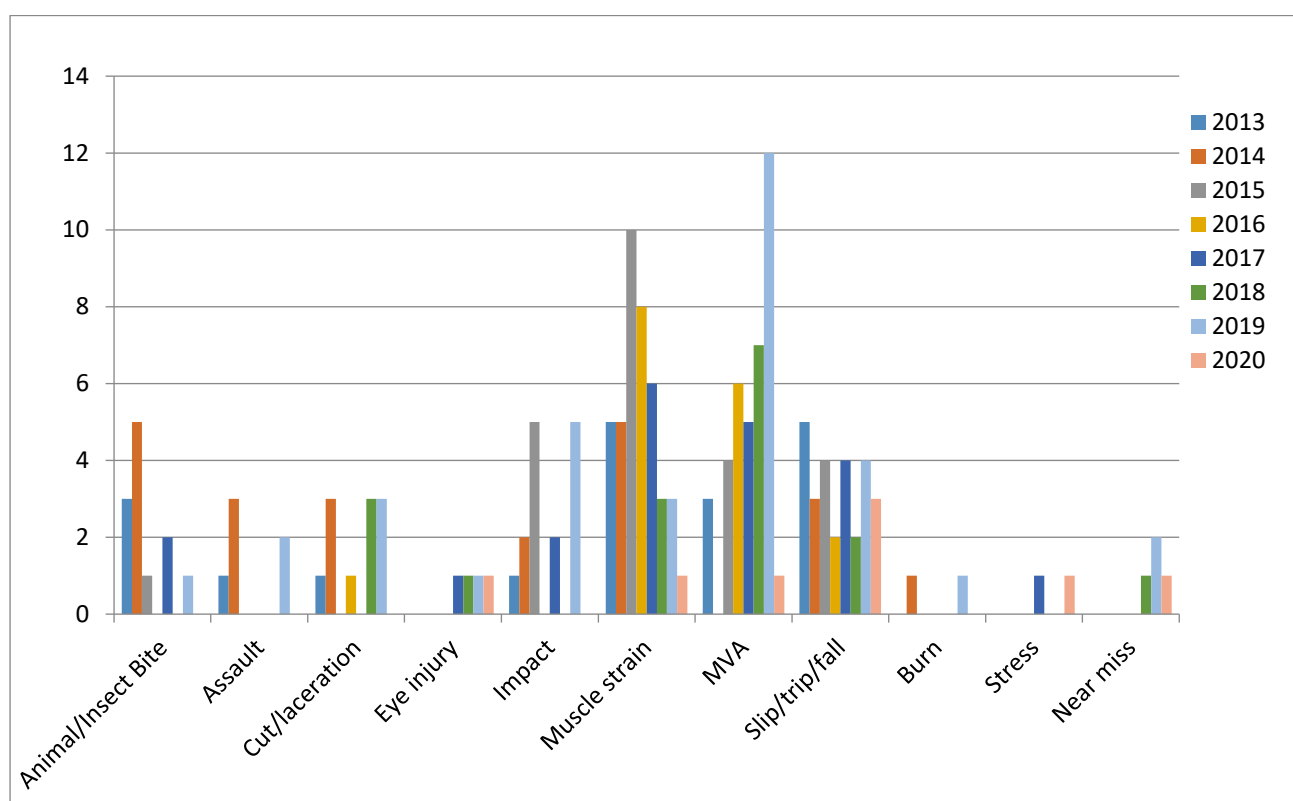
## Health, Safety, Other

### Incident/Accident Reporting Numbers November 2013 until May 2020



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

### Incident / Accident Reporting by type 2013 until May 2020



**Analysis:** The incident / accident reporting for 2020 mirror the report types from previous years. The only identifiable trend in the reporting for 2020 is slip/trip/falls as the main incident / accident / near miss area.

### Motor Vehicle Reports in 2019 and 2020

Date	Details	Risk Level
31/01/2019	Drove car over piece of concrete, damage to vehicle	Low
5/02/2019	Rock hit windscreen from passing vehicle	Low
15/02/2019	Travelling with concrete in front bucket piece went through gear box	Low
26/03/2019	Mower slipped into culvert and hit rock retaining wall	Low
14/04/2019	Right hand side of vehicle hit a kangaroo, damage to vehicle	Medium
25/04/2019	Reversed truck into ute	Medium
11/07/2019	Hit other vehicle damage to right hand side mirror at low speed	Low
30/07/2019	Stone chip in windscreen	Low
31/07/2019	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
18/02/2020	Damage to passenger side front panel	Low

## Use of Council Seal

Date	Details	Signature
<b>15.4.2020</b>	Blank Instrument Form – Volume 178105 Folio 1010 and Volume 130933 Folio 3	Acting General Manager
<b>29.4.2020</b>	Final Plan of Survey – SA2019/15	Acting General Manager
<b>21.5.2020</b>	SA2018/14 Final Plan & Schedule of Easements	Acting General Manager
<b>21.5.2020</b>	Environmental Health Bylaw 1 of 2019	Mayor and Acting General Manager
<b>28.5.2020</b>	Final Plan of Survey for 54 Holkham Court, Orford	Acting General Manager

## Visitor Information Centres

### Visitor Numbers

MONTH	BICHENO 2017-2018	BICHENO 2018-2019	BICHENO 2019-2020	SWANSEA 2017-2018	SWANSEA 2018-2019	SWANSEA 2019-2020	TRIABUNNA 2017-2018	TRIABUNNA 2018-2019	TRIABUNNA 2019-2020	TOTAL 2017-2018	TOTAL 2018-2019	TOTAL 2019-2020
JULY	886	898	849	809	956	916	1,459	1,715	1,970	3,154	3,569	3,735
AUGUST	736	529	680	765	899	728	1,234	1,536	1,835	2,735	2,964	3,243
SEPTEMBER	1,285	1,309	1,283	973	1,179	987	2,566	3,173	4,334	4,824	5,661	6,604
OCTOBER	2,395	2,782	2,805	1,965	1,916	1,635	3,990	5,132	7,236	8,350	9,830	11,676
NOVEMBER	2,829	2,839	2,819	2,473	2,239	1,971	5,431	6,929	8,777	10,733	12,007	13,567
DECEMBER	3,368	3,624	3,377	2,424	2,351	2,006	7,057	11,016	11,967	12,849	16,991	17,350
JANUARY	6,111	6,360	5,191	4,689	4,035	2,793	10,252	17,482	16,213	21,052	27,877	24,197
FEBRUARY	4,733	4,732	4,226	3,774	3,333	2,203	9,213	14,589	12,754	17,720	22,654	19,183
MARCH	4,387	4,450	2,799	3,079	3,025	1,851	9,744	12,335	8,618	17,210	19,810	13,268
APRIL	2,829	2,938	0	2,266	2,159	0	6,526	11,530	0	11,621	16,627	0
MAY	1,158	1,067	0	1,341	1,071	0	2,652	3,313	0	5,151	5,451	0
JUNE	863	653		878	711		1,789	2,048		3,530	3,412	0
<b>TOTAL</b>	<b>31,580</b>	<b>32,181</b>	<b>24,029</b>	<b>25,436</b>	<b>23,874</b>	<b>15,090</b>	<b>61,913</b>	<b>90,798</b>	<b>73,704</b>	<b>118,929</b>	<b>146,853</b>	<b>112,823</b>

# Profit and Loss - Governance

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	797,042	797,042	0	0%	797,042	
Statutory Charges	(128)	0	(128)	0%	0	
Other Revenue	(72)	0	(72)	0%	0	
<b>Total Trading Income</b>	<b>796,843</b>	<b>797,042</b>	<b>(199)</b>	<b>0%</b>	<b>797,042</b>	
<b>Gross Profit</b>	<b>796,843</b>	<b>797,042</b>	<b>(199)</b>	<b>0%</b>	<b>797,042</b>	
<b>Operating Expenses</b>						
Employee Costs	490,403	462,749	27,654	6%	492,996	
Materials & Services	207,442	97,716	109,726	112%	106,046	1
Depreciation	45,835	45,835	0	0%	50,000	
Other Expenses	130,659	135,665	(5,006)	-4%	148,000	
Net Gain/Loss Assets - W.D.V. of asset sold	4,497	0	4,497	0%	0	
Materials & Services - Councillor/Staff Recognition	368	0	368	0%	0	
<b>Total Operating Expenses</b>	<b>879,204</b>	<b>741,965</b>	<b>137,239</b>	<b>18%</b>	<b>797,042</b>	
<b>Net Profit</b>	<b>(82,361)</b>	<b>55,077</b>	<b>(137,438)</b>	<b>-250%</b>	<b>0</b>	

## Notes

1. Materials & Services are up \$110k primarily due to increased contractor costs.



# Profit and Loss - Corporate Services

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	18/19 Actual	Note
<b>Trading Income</b>							
Rate Revenue	1,244,131	1,369,830	(125,699)	-9%	1,374,830	6,258,879	1
Statutory Charges	73,700	88,088	(14,388)	-16%	95,100	90,142	
Grants	255,990	124,000	131,990	106%	250,653	285,424	2
Interest & Investment Revenue	245,326	96,200	149,126	155%	674,200	464,645	3
Other Revenue	368,403	276,587	91,816	33%	279,000	295,612	4
Net Gain/Loss Assets - Gross sales revenue of asset	52	0	52	0%	0	0	
<b>Total Trading Income</b>	<b>2,187,603</b>	<b>1,954,705</b>	<b>232,898</b>	<b>12%</b>	<b>2,673,783</b>	<b>7,394,703</b>	
<b>Gross Profit</b>	<b>2,187,603</b>	<b>1,954,705</b>	<b>232,898</b>	<b>12%</b>	<b>2,673,783</b>	<b>7,394,703</b>	
<b>Capital Grants</b>							
Grants Commonwealth Capital - Other	772,727	1,000,000	(227,273)	-23%	1,000,000	0	5
<b>Total Capital Grants</b>	<b>772,727</b>	<b>1,000,000</b>	<b>(227,273)</b>	<b>-23%</b>	<b>1,000,000</b>	<b>0</b>	
<b>Operating Expenses</b>							
Employee Costs	483,662	741,758	(258,097)	-35%	802,724	464,747	6
Materials & Services	1,466,586	1,351,294	115,292	9%	1,500,190	1,537,696	7
Depreciation	56,837	56,837	0	0%	62,000	62,325	
Interest	(2,314)	4,587	(6,901)	-150%	5,000	11,035	
Other Expenses	12,698	45,500	(32,802)	-72%	71,000	61,275	
<b>Total Operating Expenses</b>	<b>2,017,469</b>	<b>2,199,976</b>	<b>(182,507)</b>	<b>-8%</b>	<b>2,440,914</b>	<b>2,137,078</b>	
<b>Net Profit</b>	<b>170,134</b>	<b>(245,271)</b>	<b>415,405</b>	<b>-169%</b>	<b>232,869</b>	<b>5,257,625</b>	

## Notes

- Rate Revenue is down \$126k, which primarily relates to rates received in advance. Rates received in advance is normally received in June for the coming year. Given the impacts of COVID-19 it is unlikely that the usual levels of rates received in advance will be receipted this year.
- Operational Grants are up \$132k on budget YTD due to the 2020/21 FAGS received in advance being receipts in May rather than June as forecast.
- Interest & Investment income is up \$149k due to the interim TasWater dividend being higher this year. However Council have been advised that they will not receive any final dividend from TasWater this year due to the impacts of COVID-19.
- Other Revenue is up \$92k or 33% primarily due to receiving \$66k rebate from the ATO due to COVID-19 PAYG support package.
- Commonwealth Capital Grants are down \$227k in relation to the final milestone payment for the Drought Relief Grant projects, which will be paid on completion of the projects and final audit acquittal.
- Employee Costs are down \$258k on budget YTD primarily due to staff vacancies during the year and the reallocation of Museum wages to Community Development.
- Materials & Services are up \$115k or 9% on budget YTD primarily due to payment of the final State Fire Levy and Land Tax in May rather than June (combined impact of \$90k). Bank charges and contractor cost are also up on budget.

# Profit and Loss - Safety & Risk

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	106,865	106,865	0	0%	106,865
<b>Total Trading Income</b>	<b>106,865</b>	<b>106,865</b>	<b>0</b>	<b>0%</b>	<b>106,865</b>
<b>Gross Profit</b>					
	<b>106,865</b>	<b>106,865</b>	<b>0</b>	<b>0%</b>	<b>106,865</b>
<b>Operating Expenses</b>					
Employee Costs	36,193	87,892	(51,699)	-59%	95,877
Materials & Services	4,076	9,255	(5,179)	-56%	10,100
Depreciation	814	814	0	0%	888
<b>Total Operating Expenses</b>	<b>41,083</b>	<b>97,961</b>	<b>(56,878)</b>	<b>-58%</b>	<b>106,865</b>
<b>Net Profit</b>					
	<b>65,782</b>	<b>8,904</b>	<b>56,878</b>	<b>639%</b>	<b>0</b>

# Profit and Loss - Medical Centres

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	474,724	467,120	7,604	2%	467,120	
Grants	10,000	0	10,000	0%	0	
Interest & Investment Revenue	0	187	(187)	-100%	200	
Other Revenue	932,080	856,337	75,743	9%	946,000	1
<b>Total Trading Income</b>	<b>1,416,804</b>	<b>1,323,644</b>	<b>93,160</b>	<b>7%</b>	<b>1,413,320</b>	
<b>Gross Profit</b>	<b>1,416,804</b>	<b>1,323,644</b>	<b>93,160</b>	<b>7%</b>	<b>1,413,320</b>	
<b>Operating Expenses</b>						
Employee Costs	493,880	527,593	(33,713)	-6%	575,557	
Materials & Services	779,399	767,680	11,719	2%	837,111	
Depreciation	81,312	81,312	0	0%	88,700	
Interest	1,279	1,265	14	1%	1,377	
<b>Total Operating Expenses</b>	<b>1,355,870</b>	<b>1,377,850</b>	<b>(21,980)</b>	<b>-2%</b>	<b>1,502,745</b>	
<b>Net Profit</b>	<b>60,934</b>	<b>(54,206)</b>	<b>115,140</b>	<b>-212%</b>	<b>(89,425)</b>	

## Notes

1. Other Revenue is up \$76k on budget YTD which primarily relates to an increase in medical income received.

# Profit and Loss - Visitor Information Centres

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	318,497	318,497	0	0%	318,497
User Charges	319,929	288,750	31,179	11%	315,000
Other Revenue	60,422	49,040	11,382	23%	53,500
<b>Total Trading Income</b>	<b>698,848</b>	<b>656,287</b>	<b>42,561</b>	<b>6%</b>	<b>686,997</b>
<b>Gross Profit</b>	<b>698,848</b>	<b>656,287</b>	<b>42,561</b>	<b>6%</b>	<b>686,997</b>
<b>Operating Expenses</b>					
Employee Costs	443,068	456,146	(13,078)	-3%	497,617
Materials & Services	200,617	169,940	30,677	18%	185,380
Depreciation	3,665	3,665	0	0%	4,000
<b>Total Operating Expenses</b>	<b>647,350</b>	<b>629,751</b>	<b>17,599</b>	<b>3%</b>	<b>686,997</b>
<b>Net Profit</b>	<b>51,498</b>	<b>26,536</b>	<b>24,962</b>	<b>94%</b>	<b>0</b>



# Profit and Loss - Tourism

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	64,500	64,500	0	0%	64,500
<b>Total Trading Income</b>	<b>64,500</b>	<b>64,500</b>	<b>0</b>	<b>0%</b>	<b>64,500</b>
<b>Gross Profit</b>	<b>64,500</b>	<b>64,500</b>	<b>0</b>	<b>0%</b>	<b>64,500</b>
<b>Operating Expenses</b>					
Materials & Services	60,173	59,125	1,048	2%	64,500
<b>Total Operating Expenses</b>	<b>60,173</b>	<b>59,125</b>	<b>1,048</b>	<b>2%</b>	<b>64,500</b>
<b>Net Profit</b>	<b>4,327</b>	<b>5,375</b>	<b>(1,048)</b>	<b>-19%</b>	<b>0</b>

# Profit and Loss - Economic Development

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Department is Economic Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	21,500	21,500	0	0%	21,500
<b>Total Trading Income</b>	<b>21,500</b>	<b>21,500</b>	<b>0</b>	<b>0%</b>	<b>21,500</b>
<b>Gross Profit</b>	<b>21,500</b>	<b>21,500</b>	<b>0</b>	<b>0%</b>	<b>21,500</b>
<b>Operating Expenses</b>					
Materials & Services	7,396	15,125	(7,729)	-51%	16,500
<b>Total Operating Expenses</b>	<b>7,396</b>	<b>15,125</b>	<b>(7,729)</b>	<b>-51%</b>	<b>16,500</b>
<b>Net Profit</b>	<b>14,104</b>	<b>6,375</b>	<b>7,729</b>	<b>121%</b>	<b>5,000</b>

## Works & Infrastructure – Mr Robert Brunning

Roads, Footpaths, Kerbs- Waste Transfer Stations- Garbage, Recycling Services- Town Maintenance - Parks, Reserves, Walking Tracks, Cemeteries - Stormwater Drainage - Bridges, Culverts - Emergency Management, SES

# Profit and Loss - Works

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	3,788,286	3,780,084	8,202	0%	3,780,084	
User Charges	74,578	82,742	(8,164)	-10%	90,250	
Grants	1,035,713	514,000	521,713	102%	1,032,000	1
Other Revenue	81,292	12,265	69,027	563%	13,383	2
Net Gain/Loss Assets - Gross sales revenue of asset	6,257	0	6,257	0%	0	
<b>Total Trading Income</b>	<b>4,986,125</b>	<b>4,389,091</b>	<b>597,034</b>	<b>14%</b>	<b>4,915,717</b>	
<b>Gross Profit</b>	<b>4,986,125</b>	<b>4,389,091</b>	<b>597,034</b>	<b>14%</b>	<b>4,915,717</b>	
<b>Capital Grants</b>						
Grants Commonwealth Capital - Roads to Recovery	601,631	401,000	200,631	50%	401,000	3
Grants State Capital - Other	350,000	0	350,000	0%	0	4
<b>Total Capital Grants</b>	<b>951,631</b>	<b>401,000</b>	<b>550,631</b>	<b>137%</b>	<b>401,000</b>	
<b>Operating Expenses</b>						
Employee Costs	1,335,198	1,405,866	(70,668)	-5%	1,520,027	5
Materials & Services	1,966,852	1,649,987	316,865	19%	1,797,125	6
Depreciation	1,380,225	1,380,225	0	0%	1,505,700	
Interest	2,968	3,344	(376)	-11%	3,644	
<b>Total Operating Expenses</b>	<b>4,685,243</b>	<b>4,439,422</b>	<b>245,821</b>	<b>6%</b>	<b>4,826,496</b>	
<b>Net Profit</b>	<b>300,882</b>	<b>(50,331)</b>	<b>351,213</b>	<b>-698%</b>	<b>89,221</b>	

### Notes

- Grants up by \$537k on budget YTD. 2020-21 FAG 1st instalment paid in advance in May rather than June.
- Other revenue is up \$69k on budget YTD. This is primarily due to insurance claims and income received for the Tasman Highway Contract in July.
- Additional 50% of annual allocation of Roads to Recovery grant received due to drought.
- State Capital Grants up by \$350k on budget YTD in relation to Coles Bay Boat Trailer Parking Grant.
- Employee costs down \$70k (5%) primarily due to vacancies during the year which are now filled.
- Materials and services is \$317k (19%) up on budget YTD, this is mainly due to the purchase of gravel for roads maintenance, the removal of unsafe trees, increased internal plant hire, cleaning materials and fuel costs.

as at 31 May 2020						
2019 - 2020 CAPITAL NEW // BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
Department	Description	Budget Est - adopted	Govt Funding (drought relief & infrastructure)	Invoices rec'd to date	On-Site Progress*	Comments
<b>Roads, Footpaths, Kerbs</b>						
Buckland - Nugent Road R2R	Prep and bitumen seal 6000m		330,000	77,647	50%	Fully Funded by RTR - \$330,000 (additional funding of \$200,543)
Dolphin Sands		-	600,000	261,766	40%	\$1.0 million project fully grant funded to be split over 2 years.
Saltworks - Saltworks Road	Bitumen Sealing 700m	45,000	-	215	Complete	Project completed 2018-19
	<b>SUB TOTAL</b>	<b>45,000</b>	<b>930,000</b>	<b>339,629</b>		
<b>PG, Walking Tracks, Cemeteries</b>						
Bicheno Rec Ground	New Cricket Practice Nets / Surface	-	7,000	6,000	Complete	Part of \$1.0m grant - fully funded
Coles Bay Boat Trailer Parking	New carparks and footpath	-	400,000	176,820	70%	New DPIPWE Grant
						\$10k prior year state funding, \$22k Council funds. Project under review.
Buckland Walk	Construct River Walk	32,000	-	29,452	50%	Part of \$1.0m grant - fully funded
Orford Rec Ground	New Cricket Practice Nets / Surface	-	40,000	35,220	90%	Part of \$1.0m grant - fully funded
Triabunna - Rec Ground	Electronic Score Board	-	20,000	21,036	90%	Part of \$1.0m grant - fully funded
Triabunna - Tennis Courts	Relocate to RecGround	-	250,000	252,405	80%	Part of 1.0m grant (\$10k contribution Tennis Club)
Buckland Dog Exercise Yard	Develop	-	20,000	15,315	80%	Part of \$1.0m grant - fully funded
Orford Dog Exercise Yard	Develop	-	20,000	14,269	80%	Part of \$1.0m grant - fully funded
Swansea Dog Exercise Yard	Develop	-	20,000	12,654	80%	Part of \$1.0m grant - fully funded
Swanwick Dog Exercise Yard	Develop	-	20,000	20,645	90%	Part of \$1.0m grant - fully funded
Triabunna Dog Exercise Yard	Develop	-	20,000	15,514	80%	Part of \$1.0m grant - fully funded
	<b>SUB TOTAL</b>	<b>32,000</b>	<b>817,000</b>	<b>599,331</b>		
<b>Council Buildings</b>						
Swansea Loo with a View	New constructed toilets / disability access	200,000	-	133,233	70%	Council to consider relocation
Dog Control	Microchip reading stick	5,000	-	-		Moved to operational
Triabunna Old Offices	Relocate Memorial	30,000	-	680	10%	Waiting RSL advice re centotaph
Triabunna Clubrooms	Install catch nets for window protection	20,000	-	8,900	Complete	
Triabunna Clubrooms	c/fwd project from 18/19	-	-	29,205	Complete	Late invoices from 18-19
Bicheno Hall	New Chairs	-	17,500	19,485	Complete	Part of \$1.0m grant - fully funded
Coles Bay Hall	New Chairs	-	14,000	15,700	Complete	Part of \$1.0m grant - fully funded
	<b>SUB TOTAL</b>	<b>255,000</b>	<b>31,500</b>	<b>207,203</b>		
<b>Plant &amp; Equipment</b>						
Excavator 305E		48,000	-	92,000	Complete	Cost relocated to replacement
IT Equipment		-	-	8,635	In Progress	4 new laptops, 1 depot PC
	<b>SUB TOTAL</b>	<b>48,000</b>	<b>-</b>	<b>100,635</b>		
<b>Municipal</b>						
Event	Allocation for Education	-	30,000	8,626	Complete	Peter Andrews visit fully funded
	<b>SUB TOTAL</b>	<b>-</b>	<b>30,000</b>	<b>8,626</b>		
	<b>CAPITAL TOTAL - NEW</b>	<b>380,000</b>	<b>1,808,500</b>	<b>1,255,424</b>		



as at 31 May 2020                      2019 - 2020   CAPITAL   RENEWAL   //   BICHENO - BUCKLAND - COLES BAY - ORFORD - SWANSEA - TRIABUNNA						
Department	Description	Budget Est - adopted	Govt Funding (drought relief)	Invoices rec'd to date	On-Site Progress*	Comments
<b>Sealed Road Pavements</b>						
Sealed Road Pavement Assessments	General Road Pavement Condition Inspection	25,000	-	-	0%	
Swansea Road Repairs	General Road Repairs Swansea	30,000	-	212	10%	
Bicheno Road Repairs	General Road Repairs Bicheno	30,000	-	212	10%	
Coles Bay Road Repairs	General Road Repairs Coles Bay	30,000	-	-	0%	
Orford Road Repairs	General Road Repairs Orford	30,000	-	-	0%	
Orford - Jetty Road <b>R2R</b>	Rheban Road to West Shelly Road (460m x 6.5m)	-	225,601	225,601	Complete	Fully Funded by RTR
Orford - Louisville Road	Additional funds to complete project	30,000	-	19,837	Complete	
Buckland Road Repairs	General Road Repairs Buckland	30,000	-	-	0%	
Triabunna Road Repairs	General Road Repairs Triabunna	30,000	-	335	Complete	
	<b>SUB TOTAL</b>	<b>235,000</b>	<b>225,601</b>	<b>246,197</b>		
<b>Sealed Roads</b>						
<b>Various locations</b>						
Buckland	Jetpatcher costs	25,000	-	27,643	Complete	
Triabunna	Jetpatcher costs	35,000	-	77,851	Complete	
Orford	Jetpatcher costs	35,000	-	26,354	Complete	
Swansea	Jetpatcher costs	35,000	-	37,025	Complete	
Bicheno	Jetpatcher costs	35,000	-	24,403	Complete	
Coles Bay/Swanwick	Jetpatcher costs	35,000	-	25,120	Complete	
	<b>SUB TOTAL</b>	<b>200,000</b>	<b>-</b>	<b>218,395</b>		
<b>Unsealed Road Pavements</b>						
Gravel Roads - General	Resheeting - general	225,000	-	245,091	Complete	
Orford - Alice Street	Tasman Highway to Russell Street	49,000	-	46,103	Complete	Council contribution
	<b>SUB TOTAL</b>	<b>274,000</b>	<b>-</b>	<b>291,193</b>		
<b>Stormwater &amp; Drainage</b>						
Orford - Rheban Road	West Shelly properties - drainage works	12,000	-	-	0%	To be review by Stormwater Engineer
		<b>12,000</b>	<b>-</b>	<b>-</b>		
<b>Bridges and Culverts</b>						
General Structures	Required repair works to a number of structures	60,000	-	9,723	30%	Works to be completed by end of May
Old Coach Road <b>R2R</b>	Replace timber deck to concrete		55,000	53,854	Complete	Fully Funded by RTR
Orford Bridge Repacement	Replace deck and realignment	-	-	20,144	Commenced	Fully grant funded (Federal 20/21)
	<b>SUB TOTAL</b>	<b>60,000</b>	<b>55,000</b>	<b>83,721</b>		
<b>Parks &amp; Reserves</b>						
Coles Bay Reserve	Playground Rejuvenation Hall Surrounds	-	40,000	38,570	90%	Part of \$1.0m grant - fully funded
Swanwick Reserve	Playground Rejuvenation	-	20,000	20,477	90%	Part of \$1.0m grant - fully funded
Bicheno Lions Park	Playground / Amenities Rejuvenation / Fence	-	40,000	37,092	Complete	Part of \$1.0m grant - fully funded

Bichenore Foreshore Track	Replace old timber walkway bridge (northern end)	25,000	-	13,116	40%	Gravel and signage done, bridge replacement to be considered for carried forward to 20/21 project.
Buckland Reserve	Playground / Amenities Rejuvenation	-	5,000	1,565	80%	Part of \$1.0m grant - fully funded
Triabunna Seafarers Memorial	Replace flagpole masts	10,000	-	1,054	Complete	Repaired 1 flagpole
Swansea Rec Ground	Refurbish Scorers Box - awning over servery	-	25,000	15,215	80%	Part of \$1.0m grant - fully funded
	<b>SUB TOTAL</b>	<b>35,000</b>	<b>130,000</b>	<b>127,088</b>		
<b>Council Buildings</b>						
Bichenore - Gulch Toilet	Building extension	-	60,000	31,778	90%	Part of \$1.0m grant - fully funded
Bichenore Hall	Floor Sanding, Paint, window coverings, stage carpet	-	40,000	26,562	90%	Part of \$1.0m grant - fully funded
Coles Bay Reserve	Subsurface Irrigation replacement	20,000	-	20,256	Complete	
Coles Bay Hall	Floor Sanding, painting, carpet, window curtains	-	47,000	23,887	90%	
Coles Bay Toilets	Refurbish Hall Toilets	-	20,000	33,624	Complete	Part of \$1.0m grant - fully funded
Cranbrook Hall	Paint	-	10,000	4,182	90%	Part of \$1.0m grant - fully funded
Swansea Depot Sheds	storage bays - 2 Mus / 3 Depot / 2 Bdg Dept / 2 NRM	25,000	-	30,443	90%	
Swansea Old SES Building	Community Shed / Re-use Shop	-	184,500	162,558	90%	Part of \$1.0m grant - fully funded
Triabunna Depot	Dog pound upgrade - incl power and security	12,600	-	1,364	20%	
Swansea Depot	Dog Pound Upgrade	7,000	-	-	0%	
Bichenore Depot	Dog Pound Upgrade	7,000	-	-	0%	
Triabunna Community Hall	Kitchen Renovations	-	20,000	23,826	Complete	FF (plus committee contribution)
Asbestos Assessment and Register	For all Council Buildings as per Building regulations	20,000	-	-	0%	
	<b>SUB TOTAL</b>	<b>91,600</b>	<b>381,500</b>	<b>358,479</b>		
<b>Plant &amp; Equipment</b>						
Bichenore Depot - Trailer	Heavy duty box trailer with brakes	3,800	-	2,216	Complete	Purchased
	<b>SUB TOTAL</b>	<b>3,800</b>	<b>-</b>	<b>2,216</b>		
	<b>CAPITAL TOTAL - RENEWAL</b>	<b>911,400</b>	<b>792,101</b>	<b>1,327,290</b>		
<b>Water Scheme</b>						
Prosser Plains Raw Water Scheme		3,000,000	-	3,329,094	Complete	BBR Grant/Loan - Final retention amount still to be incurred
	<b>SUB TOTAL</b>	<b>3,000,000</b>	<b>-</b>	<b>3,329,094</b>		
	<b>CAPITAL TOTAL - NEW &amp; RENEWAL</b>	<b>\$ 4,291,400</b>	<b>\$ 2,600,601</b>	<b>\$ 5,911,808</b>		
		<b>86%</b>	<b>\$ \$ Expended</b>			
<b>Adopted Budget 2019-2020 / 'Total Capital Works' \$5,711,900 (New Grant \$400,000 now included)</b>						
<b>* Status of onground works - project final invoicing may still be outstanding</b>						
<b>2019-2020 R2R allocation \$601,630 (additional Drought Extension funding of \$200,543 included)</b>						

## Acting Manager Development & Compliance – Mr Adrian O’Leary

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Animal Control - Engineering & Technical Services - Environmental Health - Statutory Building - Statutory Planning

### **Animal Control**

A number of complaints were received this month. This area is operating with a full-time Compliance Coordinator.

### **Engineering & Technical Services**

This Department provides general engineering and technical advice regarding development applications. This Department currently consists of 0.4 FTE Contract Engineer, with assistance from the Regulatory Services Officer.

### **Environmental Health**

This Department consists of a 0.4 FTE Contract Environmental Health Officer with a small component of administration assistance from the Regulatory Services Officer.

### **Statutory Building**

The Building Department currently consists of a permanent full-time Building Administration Officer and 2 contractors namely a Building Surveyor and a Plumbing Inspector. Applications are being processed within the required timeframes.

### **Statutory Planning**

The Planning Department consists of one full-time Graduate Planner, one full-time casual Planning Technical Officer, one .6FTE Senior Planning Consultant, and several Consultant Planners.

### **Bendigo Bank**

The Bendigo Bank Agency is now closed permanently.

May 2020

ANIMAL CONTROL	MTD	YTD
Dogs Registered	5	1051
Kennel Licences Issued/Renewed	0	4
Dogs Impounded	1	8
Dogs Seized	1	1
Dogs Surrendered	1	1
Dogs Euthanized	1	3
Dogs at Large	1	39
Dogs placed with Dogs' Homes of Tasmania	0	3
Caution Notices Issued	1	8
Complaints	1	17
Infringements	1	17
Lost Dog calls	0	17
Other	0	25
Fire Abatement Enquires/Complaints	1	55
Cat Enquires/Complaints	0	6
Livestock Enquires/Complaints	1	8

ENVIRONMENTAL HEALTH	MTD	YTD
Immunisations	0	39
Food Business Registrations	2	141
Temporary Food Business Registrations/Assessments	0	15
Food Business Inspections	8	103
Place of Assembly Licences	0	0
Environmental Nuisances	2	34
Littering	0	1
Abatement Notices	0	0
Notifiable Diseases	0	0
Recreational Water Sampling	0	98
Suppliers of Private Water	0	0
Water Carriers	0	8
Regulated System Registration	0	1
Major Incidents notified to DPIPWE	0	1
Complaints (Noise/On-Site Waste Water/Other)	5	33
Inspections (Water Carrier/Other)	0	0
On-site Wastewater Assessments/Permits	4	53
Form 49 & 50 Assessments/Inspections	0	8
Food Business Enquiries (New Businesses)	4	40
Food Sampling/Surveys	0	0
Development Application Assessments	4	36

PLANNING	MTD	YTD
<b>Development Applications</b>		
Received	<b>36</b>	<b>280</b>
Visitor Accommodation	5	104
Dwellings (including dwelling plus outbuilding)	8	64
Outbuildings (no dwelling)	7	53
Additions / alterations	4	22
Signage	2	7
Multiple dwellings	1	2
DAs approved	4	174
Subdivision Applications		
Received	<b>5</b>	<b>23</b>
No. of lots	16	
SAs approved	0	7
Applications advertised	31	
Other Applications		
Stratum Title Applications received	1	-
Final Plans for Sealing received	0	-
Petitions to Amend a Sealed Plan received	0	-

Building Approvals	May 2020	2019-2020	2018-2019
Work Category	Month	Year To Date	Previous YTD
Permit Required	8	74	91
Notifiable Building	2	57	75
Low Risk 1	0	11	29
Low Risk 2	1	12	1
Building Certificate	0	1	2
Permit of Substantial Compliance	0	0	2
<b>Value of Work</b>	<b>\$1,819,000.00</b>	<b>\$24,911,263</b>	<b>\$32,319,963.00</b>
<b>Compliance</b>			
Building Notices Issued	0	2	1
Building Orders Issued	0	1	0
Planning - Notice of Suspected Contravention	0	0	0
Planning Compliance	4	6	2

# Profit and Loss - Development Services

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	420,515	420,515	0	0%	420,515	
Statutory Charges	474,720	406,628	68,092	17%	439,400	1
User Charges	13,979	12,800	1,179	9%	12,800	
Grants	168	0	168	0%	0	
Contributions	105,386	37,000	68,386	185%	37,000	2
Other Revenue	13,818	12,837	981	8%	14,000	
<b>Total Trading Income</b>	<b>1,028,586</b>	<b>889,780</b>	<b>138,806</b>	<b>16%</b>	<b>923,715</b>	
<b>Gross Profit</b>	<b>1,028,586</b>	<b>889,780</b>	<b>138,806</b>	<b>16%</b>	<b>923,715</b>	
<b>Operating Expenses</b>						
Employee Costs	345,555	397,273	(51,718)	-13%	433,308	3
Materials & Services	897,594	424,299	473,295	112%	462,700	4
Depreciation	23,892	23,892	0	0%	26,060	
Interest	1,528	1,507	21	1%	1,646	
Other Expenses	(386)	0	(386)	0%	0	
<b>Total Operating Expenses</b>	<b>1,268,182</b>	<b>846,971</b>	<b>421,211</b>	<b>50%</b>	<b>923,714</b>	
<b>Net Profit</b>	<b>(239,596)</b>	<b>42,809</b>	<b>(282,405)</b>	<b>-660%</b>	<b>1</b>	

## Notes

1. Statutory Charges are up \$68k or 17% on budget YTD due to Development Applications, charges from Building & Plumbing Application are down on budget YTD.
2. Contributions are up \$68k on budget due to development contributions and public open space.
3. Employee costs are down \$52k or 13% on budget YTD due to vacancies during the year which are now filled.
4. Materials & Services are up \$473k on budget YTD primarily due to legal fees and increased planning contractor costs.

#### Kindness Bags

- Community Development staff have put together some “Kindness Bags” for elderly, vulnerable people living alone in our community with limited or no support from family and friends. These bags contain information on COVID-19, word search puzzles, large print crosswords, a Guide to Services from Buckland to Swansea developed by Eastcoast Regional Development Organisation and some small grocery items and chocolates.

A total of 116 bags have been distributed throughout the municipal area with the assistance of councillors, staff, community nurses, community volunteers and the Bicheno Doctor. Thanks to everyone who helped to deliver the Kindness Bags.

The response has been amazing and staff have received numerous telephone calls and cards/letters from recipients saying how much they appreciated receiving the bags and *what* a wonderful gesture it was.

A few of the many comments received were:-

- *The bag was useful but more than that your kindness made me feel part of a caring community and cheered me up”.*
- *For someone in his 80’s, living alone, it was a wonderful gesture.*
- *What a lovely surprise.... Please pass on my thanks to the Mayor and the Council for their thoughtfulness.*
- *I can nibble away, do the puzzles, go to the toilet and wash my hands with the soap. Thanks so much to Council.*
- *I was so overwhelmed that I cried.*
- *It is lovely to know that Council is thinking of us.*
- *This kind and caring gesture really made my day. I am very grateful to live in the caring communities we have here on the East Coast.*

Staff have also been making telephone calls to elderly people to check on them and to see if they require any assistance.



### Easter Eggs for May Shaw

Each year since 2009, Council has donated Easter eggs for distribution to residents at the May Shaw Health Centre Inc.

Normally the Mayor assists the Easter Bunny with the distribution of the eggs, however, because of COVID-19 it was not possible this year. The Easter Bunny handed out the eggs at a special May Shaw Easter lunch.

The residents are always very appreciative, especially those who have no family.



## Community Small Grants Programme

Name	Amount Donated \$	Council Decision No.
Rural Alive and Well Inc.	1,000	131/19
Spring Bay Maritime & Discovery Centre Inc. Spring Bay Community Shed	1,000	132/19
Buckland Cricket club	1,000	148/19
Spring Bay Community Boat Shed	1,000	149/19
Olivia Connors – Representing Tasmania in the National Championships – In-Line Hockey Australia	200	
Eastcoast Regional Development Organisation Inc.	500	168/19
Orford Primary School	200	169/19
Swansea Community Christmas	500	170/19
Bicheno Memorial Hall	1,000	206/19
Coles Bay Volunteer Fire Brigade	500	218/19
Buckland Volunteer Fire Brigade	500	223/19
Freycinet Association Inc.	500	226/19
Lions Club of Spring Bay – Christmas Parade	1,000	227/19
Triabunna Volunteer Fire Brigade	500	228/19
Schools End of Year Book Prizes	650	219/19
Jemma Clark (representing the State internationally)	200	
Bicheno Community Development	500	23/20
Coles Bay Half Triathlon	1,500	24/20
Freycinet Association Inc.	1,000	25/20
Spring Bay Suicide Prevention Network	2,000	26/20
Bicheno RSL Sub-Branch	1,000	53/20
Freycinet Volunteer Marine Rescue Association	1,000	54/20
Swansea Primary School	350	84/20
Swansea Cricket Club	1,000	85/20
<b>TOTAL</b>	<b>18,600</b>	

# Profit and Loss - Community Development

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget
<b>Trading Income</b>					
Rate Revenue	287,843	287,843	0	0%	287,843
User Charges	262	0	262	0%	0
Interest & Investment Revenue	2,075	0	2,075	0%	0
Other Revenue	51,563	12,790	38,773	303%	13,950
Net Gain/Loss Assets - Gross sales revenue of asset	(98)	0	(98)	0%	0
<b>Total Trading Income</b>	<b>341,645</b>	<b>300,633</b>	<b>41,012</b>	<b>14%</b>	<b>301,793</b>
<b>Gross Profit</b>	<b>341,645</b>	<b>300,633</b>	<b>41,012</b>	<b>14%</b>	<b>301,793</b>
<b>Operating Expenses</b>					
Employee Costs	128,252	138,000	(9,748)	-7%	150,543
Materials & Services	79,068	111,210	(32,142)	-29%	121,250
Depreciation	27,500	27,500	0	0%	30,000
Net Gain/Loss Assets - W.D.V. of asset sold	472	0	472	0%	0
<b>Total Operating Expenses</b>	<b>235,292</b>	<b>276,710</b>	<b>(41,418)</b>	<b>-15%</b>	<b>301,793</b>
<b>Net Profit</b>	<b>106,352</b>	<b>23,923</b>	<b>82,429</b>	<b>345%</b>	<b>0</b>

## Manager Buildings & Marine Infrastructure – Mr Adrian O’Leary

Boat Ramps & Jetties · Triabunna Marina · Council Buildings · Planning, Building & Technical Compliance when required ·

### Public Amenities and Buildings

General building maintenance is being undertaken to all buildings as required.

### Drought Communities Programme

The Drought Relief Communities Programme Grant awarded to the Glamorgan Spring Bay Council has seen various projects commence throughout the municipality.

The criteria for the grant is to refurbish and improve Council owned community infrastructure.

Many of the components of the project have now been completed. An extension of time on some of the projects including the Dog Exercise Yards had been applied for and an extension to the end of April 2020 was approved. With the onset of COVID-19 some projects were further delayed and further extension to the end of June 2020 was granted.

A variation to the Bicheno projects was granted to replace the funding of a Dog Exercise Area to improvements of the Bicheno Lions Park and external painting of the hall.

### Swanwick Recreation Ground

The dog exercise area at the Swanwick recreation ground is almost complete, water provision for the two dog areas will be installed shortly. Signage will also be installed soon.

The children’s playground at Swanwick has been fenced, a shelter with seating installed and new play equipment has been ordered and will be installed before the end of June 2020.

A new bike rack, mounted on a concrete hard stand has been installed adjacent to the Bus shelter.

### Coles Bay Hall and Grounds

All the improvements to the hall including the toilet refurbishment and construction of the disabled accessible toilet is complete.

Both the small children’s and the older kids play areas have been fenced for security purposes.

A new slide for the larger play area has been ordered and will be installed before the end of June.

In addition to the above a new shelter with an outdoor table and seats has been constructed within the grounds.

### Swansea Recreation Ground

The Scorers shed at the Swansea recreation ground is being refurbished with new roofing and cladding and a new window. This project will be finished by the end of June 2020.

An awning has been installed above the kiosk window at the clubrooms.

### **Swansea Dog Exercise Yard**

The dog exercise area near Waterloo Point at Swansea is almost complete, water provision for the two dog areas will be installed shortly. Signage will also be installed soon.



### **Swansea Community Hub**

The Swansea Community Hub development is nearing completion. Work had come to a standstill with the COVID-19 pandemic. Now work has been able to re-start the complex will be finished by the 30<sup>th</sup> of June 2020. Equipment for the Community Hub is being sourced, as the facility gets ready for use. A shed at the Swansea Tip has been constructed to house any items that may be of use or able to be fixed up for sale at the re-use shop.

### **Triabunna Dog Exercise Area**

The dog exercise area within the Triabunna Recreation Ground is almost complete, with water provision for the two dog areas to be installed shortly. Signage will also be installed soon.





### **Triabunna Tennis Courts**

The new tennis courts at the Triabunna Recreation Ground are complete. The courts have been sealed with a Plexipave asphalt for a softer playing surface. The new clubroom is now under construction.

### **Orford Dog Exercise Area and cricket practice net at the Orford Recreation Ground**

The dog exercise area at the Orford Cricket Ground is almost complete, water provision for the two dog areas will be installed shortly. Signage will also be installed soon. The cricket practice net is nearing completion.

### **Buckland Dog Exercise Area and improvements to Recreation Ground amenities**

The dog exercise area at the Buckland cricket ground is almost complete, with water provision for the two dog areas to be installed shortly. Signage will also be installed soon. Improvements to the Recreation Ground amenities have been carried out.

## **MARINE INFRASTRUCTURE**

### **Boat Ramps and Jetties**

General maintenance is carried out on Council owned boat ramps and jetties.

### **Triabunna Wharf and Marina:**

Ongoing general maintenance and inspections are carried out as required.

# Profit and Loss - Buildings, Facilities & Marina

Glamorgan Spring Bay Council

For the 11 months ended 31 May 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2019/20 Budget	18/19 Actual
<b>Trading Income</b>						
Rate Revenue	467,634	467,634	0	0%	467,634	0
<b>User Charges</b>						
User Charges - Permanent Wharf Charges and Power	1,636	2,500	(864)	-35%	2,500	2,382
User Charges - Casual Marina Charges	23,164	22,913	251	1%	25,000	585
User Charges - Casual Wharf Charges & Power	5,621	11,000	(5,379)	-49%	12,000	10,936
User Charges - Marina Fees 3 Phase Power - Commercial Floating Structure	114	500	(386)	-77%	500	432
User Charges - Marina Fees Permanent - Commercial Floating Structure	22,075	22,000	75	0%	24,000	23,018
User Charges - Marina Fees Permanent - Fixed Structure	64,306	70,000	(5,694)	-8%	70,000	67,932
User Charges - Marina Fees Permanent - Floating Structure	220,959	245,000	(24,041)	-10%	245,000	244,755
User Charges - Private Works	0	0	0	0%	0	221
<b>Total User Charges</b>	<b>337,875</b>	<b>373,913</b>	<b>(36,038)</b>	<b>-10%</b>	<b>379,000</b>	<b>350,261</b>
<b>Other Revenue</b>						
Other Revenue - Donations, Contributions Received	3,125	0	3,125	0%	0	95,295
Other Revenue - General Reimbursements	202	1,837	(1,635)	-89%	2,000	504
Other Revenue - GST Free	10,000	0	10,000	0%	0	0
Other Revenue - GST Payable	(23)	0	(23)	0%	0	11,906
Other Revenue - Rentals Received	32,320	0	32,320	0%	0	563
<b>Total Other Revenue</b>	<b>45,624</b>	<b>1,837</b>	<b>43,787</b>	<b>2384%</b>	<b>2,000</b>	<b>108,268</b>
Net Gain/Loss Assets - Gross sales revenue of asset	84,170	0	84,170	0%	50,000	12,962
<b>Total Trading Income</b>	<b>935,304</b>	<b>843,384</b>	<b>91,920</b>	<b>11%</b>	<b>898,634</b>	<b>471,491</b>
<b>Gross Profit</b>	<b>935,304</b>	<b>843,384</b>	<b>91,920</b>	<b>11%</b>	<b>898,634</b>	<b>471,491</b>
<b>Capital Grants</b>						
Grants Commonwealth Capital - Other	0	0	0	0%	0	85,000
Grants State Capital - Other	0	0	0	0%	0	422,720
<b>Total Capital Grants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>507,720</b>
<b>Operating Expenses</b>						
<b>Employee Costs</b>						
Employee Costs - Medical Expenses Workers Comp	0	0	0	0%	0	328
Employee Costs - Oncosts	49,914	49,434	480	1%	53,927	53,637
Employee Costs - Training, Conferences and Seminars	509	913	(404)	-44%	1,000	500
Employee Costs - Travel Reimbursement	0	0	0	0%	0	95
Employee Costs - Uniform and PPE Costs	125	913	(788)	-86%	1,000	766
Employee Costs Payroll - Allowances	1,994	2,288	(294)	-13%	2,500	2,164
Employee Costs Payroll - Salaries and Wages	99,666	109,417	(9,751)	-9%	119,363	110,969
Employee Costs Payroll - Salaries and Wages Workers Comp	12,796	0	12,796	0%	0	576
Employee Costs Payroll - Travelling Allowance	0	462	(462)	-100%	500	257
<b>Total Employee Costs</b>	<b>165,004</b>	<b>163,427</b>	<b>1,577</b>	<b>1%</b>	<b>178,290</b>	<b>169,292</b>
<b>Materials &amp; Services</b>						
Materials and Services - Annual Licence Fees	50	50	0	0%	50	50
Materials and Services - Bad and Doubtful Debts	1,591	0	1,591	0%	0	0
Materials and Services - Cleaning Costs	308	1,100	(792)	-72%	1,200	892
Materials and Services - Contractor Services	72,217	56,837	15,380	27%	62,000	174,761
Materials and Services - Electricity Costs	46,472	48,587	(2,115)	-4%	53,000	46,282
Materials and Services - Legal Costs	4,551	0	4,551	0%	0	150
Materials and Services - Maintenance Buildings and Property	118,184	117,337	847	1%	128,000	176,241
Materials and Services - Mobile Phone Costs	1,320	2,112	(792)	-37%	2,300	1,676
Materials and Services - Motor Vehicle Fuel and Oil	7,454	7,337	117	2%	8,000	8,254
Materials and Services - Motor Vehicle Rego and Insurance	1,901	1,900	1	0%	1,900	1,891
Materials and Services - Motor Vehicle Repairs and Maintenance	1,204	550	654	119%	600	592
Materials and Services - Postage/Freight Costs	942	0	942	0%	0	559
Materials and Services - Purchases Materials	2,293	2,981	(688)	-23%	3,250	10,329
Materials and Services - Reimbursements and Refunds	0	0	0	0%	0	1,114
Materials and Services - Rental/Hire/Leasing Costs	17,851	17,620	231	1%	17,620	14,533
Materials and Services - Security Costs	165	0	165	0%	0	0
Materials and Services - Stationery Costs	143	0	143	0%	0	0
Materials and Services - Subscriptions Publications Memberships	150	0	150	0%	0	0
Materials and Services - Telephone/Communication Costs	1,506	748	758	101%	820	900
Materials and Services - Water/Sewer Cost	28,541	24,596	3,945	16%	26,828	26,157
Plant Hire - Internal / Capitalised Plant	1,223	1,837	(615)	-33%	2,000	490
<b>Total Materials &amp; Services</b>	<b>308,065</b>	<b>283,592</b>	<b>24,473</b>	<b>9%</b>	<b>307,568</b>	<b>464,872</b>
Depreciation	290,708	290,708	0	0%	317,130	317,078
Interest	86,951	87,681	(730)	-1%	95,646	107,984
<b>Other Expenses</b>						
Other Expenses - Operating Lease Rentals	51	0	51	0%	0	0
<b>Total Other Expenses</b>	<b>51</b>	<b>0</b>	<b>51</b>	<b>0%</b>	<b>0</b>	<b>0</b>
<b>Internal Plant Hire</b>						
Plant Hire Overhead - Repairs and Maintenance	0	0	0	0%	0	996
<b>Total Internal Plant Hire</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>996</b>
<b>Total Operating Expenses</b>	<b>850,780</b>	<b>825,408</b>	<b>25,372</b>	<b>3%</b>	<b>898,634</b>	<b>1,060,221</b>
<b>Net Profit</b>	<b>84,525</b>	<b>17,976</b>	<b>66,549</b>	<b>370%</b>	<b>0</b>	<b>(588,731)</b>



## Manager Natural Resource Management, Ms Melanie Kelly

Natural Resource Management: Sustainability: Climate Change: Catchments to Coast

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### Programs and Projects

*Continue to support integrated catchment management through the Catchments to Coast (C2C) program and the implementation of catchment management plans.*

#### Catchment plans

The review of the Coles Bay Native Flora and Fauna Plan is currently underway.

#### Bushwatch

##### Illegal firewood harvesting

The recent million dollar firewood theft operation in the Buckland/Levendale area has resulted in nineteen people facing charges. The GSB NRM Committee has been an integral part of pushing this issue at many levels, including organising a key stakeholder meeting in Buckland in August 2016 to raise the profile of the large scale wood theft operation on public land in the area and map a way forward to stop it from happening.

The GSB NRM Committee was integral in the establishment of an illegal firewood harvesting working group facilitated by NRM South. Another outcome of this group was the development of a flyer alerting wood consumers of the issues surrounding purchase of stolen firewood and how to source alternatives. We will be investigating other ways to communicate these issues in a collaborative way with other stakeholders whilst there is momentum on the issue following the recent successful 'bust' by the coordinating agencies.

There is interest by a few stakeholders in undertaking another Great Eastern Clean Up (GECU) event in the Buckland area regularly targeted by wood hookers. The GECU is on hold for the time being due to COVID-19.

#### Catchments to Coast

NRM South are in negotiations with the Federal Government regarding the Ramsar project '*Improved Ecological Character of Moulting Lagoon and Apsley Marshes Ramsar sites*' submitted by NRM South. Council is listed as a project delivery partner and steering committee member in the proposal and contributed significant resources to the project development. Council NRM staff are in ongoing discussions with NRM South regarding the outcomes of these negotiations. A renegotiated proposal has been presented to the Federal Government for sign off. This will be presented to Council at a later date.

*Continue to implement the GSB Weed Management Plan.*

Response to requests for advice and support around weed issues is ongoing.

Council has received \$55,000 from the DPI/PWE Biosecurity Branch regarding the *Drought and Weed Management Project* funded from the Tasmanian Weed Fund. The funding will subsidise a Council officer to support drought affected primary producers in undertaking strategic weed control and provide limited devolved funding for drought affected primary producers to control weeds. Collaboration with other drought affected municipalities will be a key element of the

project delivery to ensure economies of scale and a landscape approach to delivery. This project will value add the grant projects detailed below.

Declared weed officers have ceased to issue weed notifications at this time however will continue to provide advice and support to landholders with weed issues if and when appropriate and safe to do so.

*Continue to be involved in and seek funding/resources from regional, state and national NRM programs.*

Ongoing – current successful grants include:

Australian Government Grant, Department of Agriculture and Water Resources: Communities Combating Pests and Weed Impacts During Drought Program – Biosecurity Management of Pests and Weeds - Round 1.

*Serrated tussock management in drought affected South Eastern Tasmania*

This is a partnership grant project with Tasman Council valued at \$63,836 with matching in-kind support from all participating landholders.

On ground works within both GSB and the Tasman municipality are nearly complete in line with funding timelines.

A model to assist in determining the most strategic approach to searching for outlier plants has been developed in consultation with Insight GIS. The delimitation survey work is currently being undertaken with a community volunteer with extensive mapping experience. The field work is adhering to all social distancing requirements.

Three more news articles are required to be written as per the project funding agreement. Due to COVID-19 the field day has been postponed. As some elements of this project have been disrupted and/or delayed due to COVID-19, an application for a time extension may be necessary.

Australian Government Grant, Department of Agriculture and Water Resources: Communities Combating Pests and Weed Impacts During Drought Program – Biosecurity Management of Pests and Weeds - Round 2.

*Combating Zone A Priority Declared Weeds On Farms During Drought in Glamorgan Spring Bay.*

This project will assist primary producers in drought in Glamorgan Spring Bay with strategic management of Zone A priority declared weeds. Serrated tussock, Spanish heath, bridal creeper, Paterson's curse and pampas grass are Zone A priority declared weeds under the Tasmanian Weed Management Act 1999. As a consequence, these weed species are also priority weeds in the Glamorgan Spring Bay Weed Management Plan 2015 - 2020.

The current drought has forced primary producers in Glamorgan Spring Bay to focus their attention on critical activities other than priority weed management. Thus this project presents an opportunity to assist primary producers to strategically combat priority weeds in a time of need.

Activities will compliment and value add activities carried out in Round 1 of this grant program. Round 2 activities include: control of weeds via chemical, cultivating broad hectare areas to decrease future treatment expenses, delimitation using a detection dog by undertaking surveys for serrated tussock, using a drone to undertake remote searching for serrated tussock as a trial.

These activities on these properties also benefit other primary producers who are not currently effected by the relevant Zone A weeds, yet their properties may be vulnerable in current climatic conditions.

The total amount of funding received is \$174,220. In-kind contribution from the landholders involved is at least \$169,808.

This work builds on and values add the work currently being undertaken in line with the Round 1 funding received via the same grant program. It will also value add the funding soon to be received from the Tasmanian Government under the Weed Action Fund.

#### Tasmanian Weeds Action Fund Grants

*Rural residential communities working together to eradicate Serrated Tussock on private property in greater Little Swanport.*

This project involves The Friends Of Rocky Hill (FORH) as the project proponent working together with the Glamorgan Spring Bay Council (GSBC) to organise up to four community working bees to search for (using conservation detection dog Fonz as required) and undertake control actions (manual chipping only) on 10 rural residential properties with known infestations of serrated tussock at Rocky Hills and Pontypool in Little Swanport.

The Friends of Rocky Hills (FORH) have been working closely together with the Glamorgan Spring Bay Council, DPIPWE Invasive Species (Biosecurity Branch), NRM South and Landcare Tasmania in supporting landholders in the Rocky Hills area with serrated tussock over many years as well as providing information and support to others in the broader community about this terrible weed.

The project will increase community awareness and skills in identifying serrated tussock which can be very difficult to observe in some landscapes, particularly when it is in low numbers which is the case for most of the participating properties. It will also build a comradery and sense of purpose amongst those landholders with serrated tussock to support each other and collectively work toward the eradication objective.

This project builds upon and value adds many years of work, funding and financial commitment by landholders, community, Council, DPIPWE, Landcare Tasmania, NRM South and the Australian Government. It also value adds the federally funded project for the primary producers in the municipal area who also have serrated tussock.

*Ensure that Council continues to meet relevant NRM legislative obligations and communicate this to the community via newsletters and other forums.*

Ongoing including participation in the statewide planning scheme as it relates to the management of natural resources.

*Continue to support the GSB NRM Committee as a key link between Council and the community on NRM issues, as well as supporting other community groups with NRM objectives.*

Ongoing although only remotely until the further advice regarding the ability for S24 committees to meet again.

#### NRM Committee

The next GSB NRM Committee meeting was scheduled to be held on Wednesday 13<sup>th</sup> May. Due to COVID-19, section 24 Committee meetings are cancelled until further notice.

The GSB NRM team continues to provide support to other community groups including the Bicheno Earth and Ocean Network, the Friends of the Bicheno Penguins, the Friends of Rocky Hills, the Dolphin Sands Ratepayers Association (DSRA), Friends of Triabunna Reserves, the Bushland Gardens Committee, the Pulchella Community Nursery Landcare Group and the Orford Community Group (OCG) as well as individual volunteers.

#### Southern Cat Management Working Group

Continue participation in this working group. The group has sought support for the development of a regional cat management plan from council's in southern Tasmania via the Southern Tasmanian Councils Authority (STCA). The group is running two workshops over February and March to come up with action plan ideas to incorporate into a southern plan.

This rollout of this process is currently being reviewed due to the COVID-19 situation.

We will work together with key stakeholders to ensure the important messages of the group are disseminated via other outlets.

*Continue to work and develop partnerships with Parks and Wildlife Service, Crown Land Services, TasWater, DPIPWE, Department of State Growth, service providers, contractors and other agencies with regards to NRM values on public land.*

Ongoing follow up with a number of agencies regarding weed issues and management for special values. Discussions regarding on ground works are ongoing with Crown Land Services, TasWater and TasNetworks.

Requests to undertake weed control work on a number of Crown Land Reserves have been submitted to Crown Land Services via Crown Land Enquiries. We are still awaiting responses.

*Continue to participate in a range of climate change mitigation and adaptation initiatives, including the implementation of the Climate Change Corporate Adaptation Plan (CCCAP).*

Ongoing

#### Regional Climate Change Initiative (RCCI)

The STCA's climate change program (RCCI) for 2019/2020 includes three key projects, the preparation of:

- Climate Profiles for each of the southern councils municipal area based on the UTAS Climate Futures Program;
- Regional Coastal Hazards Strategy; and
- Regional Climate Change Strategy and Council Climate Action Plans.

The Climate Profiles and Regional Coastal Strategy are both at stages where the next steps are to present and seek input from Councilors and Senior Management. Options for an interactive virtual workshop are being explored.

In the case of the Climate Profiles this is to upskill in terms of understanding their local climate risk profiles (up to 2100); and in terms of the Regional Coastal Strategy to seek their input into local values and help in their understanding of coastal processes and hazards.

*Continue support for annual community events such as National Tree Day, Clean Up Australia Day, Tidy Towns as well as other markets, festivals and school activities.*

As many Community Events are currently cancelled due to COVID-19, NRM attendance and participation will be restricted until further notice.

The Great Eastern Clean Up is a biannual event with the inaugural event taking place in 2018. The Great Eastern Clean Up 2018 involved 200 volunteers cleaning up 38 sites across the municipality with over one hundred cubic metres of litter removed from mainly coastal sites. The event is an initiative of the GSB NRM Committee. Great Eastern Clean Up has been postponed due to COVID-19. Engagement is being maintained via social media and email.

Preparations are underway for National Tree Day 2020 on the coastal reserve near the breakwater in Bicheno. A variety of native grasses, groundcovers and low growing shrubs will be planted. COVID-19 may alter delivery of this activity in 2020.

Council's 2019 National Tree Day planting has been very successful. Regular watering and maintenance have resulted in minimal loss of plants in this area of little penguin habitat. Thank you again to the volunteers who contributed to this success in Bicheno. Staff have received positive feedback from a number of residents/ratepayers regarding the success of this rehabilitation project.

Keep Australia Beautiful Sustainable Communities Tidy Towns Awards judging will go ahead this year. How the judging will be done depends on COVID-19 restrictions at the time. GSBC has been participating in this program for over 30 years and has achieved several distinctions including Great Eastern Clean Up winning the State Clean Beaches Award in 2019 and Triabunna winning the National Tidy Towns Award in 2016.

*Continue to work with Council's Regulatory Services Department to ensure that development assessments strive to meet Triple Bottom Line Principles.*

Ongoing input into planning applications with regard to biodiversity issues as required.

*Continue participation and development of sustainability initiatives, in particular energy use, sustainable waste management, community gardens, both for Council and the community.*

Ongoing as opportunities arise.

In 2019 Electric Highways Tasmania were successful in obtaining a grant from the Tasmanian Climate Change Office to install a fast charging station for Electric vehicles in Swansea. A letter of support was provided by Acting General Manager Ian Pearce. Council has now consented to a Development Application being lodged.

Garage Sale Trail (GST) is scheduled for November 2020. GSB's participation in the Garage Sale Trail is funded by Waste Strategy South. Council's Sustainability Officer attended a webinar which discussed running the GST in a COVID-19 safe way. The Trail will only go ahead according to Government restrictions and regulations in each state. A brief overview of the COVID-19 safe campaign is currently being prepared for Council's Emergency and Risk Officer to assess.

Earth and Ocean Network Bicheno have requested assistance with community education regarding littering and illegal rubbish dumping.

Council recently made a bulk purchase of Bin Springs. Bin Springs are an Australian invention designed to prevent litter escaping from wheelie bins. Delivery has been delayed due to a manufacturing error but when they arrive there will be opportunities for individuals and community groups to purchase the bin springs at a rate greatly reduced from retail.

This will significantly assist with windy day rubbish bin litter and preventing bird and animal access to wheelie bins. The Bin Springs have been trialed at various location in the municipality and found to be very effective.

*Develop systems and capacity to protect and enhance Aboriginal Heritage values whilst building relationships with the community.*

Ongoing. Opportunity to undertake in house Aboriginal Heritage Awareness Training is being investigated. This will be relevant for most departments of Council.

*Continue to work with Council's Works Department, community and other relevant agencies in the strategic management of Council owned, leased and licensed public reserves, with a particular focus on the protection of natural assets through the implementation of native flora and fauna management plans for reserves in each town.*

Ongoing. Fuel management works ongoing in Council managed reserves across the municipal area as resources enable.

The review of the Coles Bay Native Flora and Fauna Plan is currently underway.

The Orford Bird Sanctuary has seen a very successful breeding season of both the resident and migratory birds. BirdLife Tasmania and community monitoring have contributed to these successful outcomes.

The consultants review of submissions received through the public consultation of the proposal on the Orford sandspit is currently with Tasmanian Parks and Wildlife Service for review and comment. We are expecting this back in the coming weeks at which time it will be considered by Council.

*Development and implementation of action plans, strategies and policies in consultation with relevant sections of Council and other key stakeholders. In particular the Native Flora and Fauna Management Plans, Weed Management Plan and Catchment Management Plans.*

Ongoing.

*Continue to initiate, encourage and participate in skills development and training opportunities, and make these available to community whenever possible.*

Ongoing



## Motion Tracking Document as at 31 May 2020

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
27 Feb 2018	7.1	20/18	Approval of borrowing budget amendments, pipeline approvals and construction.	GM	GM authorised to proceed with Stage 1 Prosser Plains Raw Water Scheme (PPRWS) and Council to enter into an agreement with Tassal for delivery of raw water to Okehampton Bay on full cost recovery basis.	Complete.
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 to commence.
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.  Acting General Manager to follow up with Minister.
16 Oct 2019	2.5	179/19	By-Law	GM	Council resolves to make a By-Law of the Glamorgan Spring Bay Council made under Section 145 of the Local Government Act	Complete. By-law gazetted May 27 May 2018.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					1993 (Tas) for the purpose of regulating and controlling matters of environment health - Environmental Health By-Law (By-Law No. 1 of 2018).	
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.	In progress.
16 Oct 2019	2.9	185/19	Dog Exercise Yards	GM	<p>The dog park proposed for the Bicheno foreshore area near the oval is not approved.</p> <p>The funding for that project be re-negotiated with the relevant Federal Department and requested to be used for the purchase and installation of playground equipment for the Bicheno Lions Park and for improvements to the exterior of the Bicheno Memorial Hall.</p>	Complete.
16 Oct 2019	2.9	186/19 187/19 188/19 189/19 190/19	Dog Exercise Yards	GM	The Swanwick, Swansea, Triabunna, Orford, Buckland dog exercise areas be approved as advertised in The Examiner and The Mercury in September 2019 and it is formally declared as a dog exercise area.	Complete.
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.	In progress. To be workshopped in July and submitted to the July OCM.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
17 Dec 2019	8.5	245/19	Building Better Regions – Grand Funding Options	GM	<p>That Council support applying for \$250,000 from the Building Better Regions Fund to strategically develop the Triabunna Wharf, with Parks and Wildlife Services and Glamorgan Spring Bay Council matching those funds, with \$200,000 and \$50,000 respectively.</p> <p>That Council support applying for \$25,000 from the Building Better Regions Fund to develop a Business Case &amp; Development Application for a Mountain Bike Trail from Kellevie to Orford with Sorrell Council and Glamorgan Spring Bay Council matching those funds equally, both contributing \$12,500 each.</p> <p>That Council support applying for \$20,000 from the Building Better Regions Fund to commission an Economic Development Plan &amp; Prospectus for Glamorgan Spring Bay Council, with Council matching that with a \$20,000 contribution.</p>	Recent advice has been received that the applications are still under review by the appropriate Federal Government department.
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 <sup>th</sup> of January 2020.	<p>Crown Land to be contacted.</p> <p>Update to be provided at the July Council workshop.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
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.	The draft report has been provided to DPIPWE for comments prior to it being submitted to Council for decision.
17 Dec 2019	8.10	252/19	Additional Funding for the Prosser Plains Raw Water Scheme	GM	<p>1.Council resolves to secure a loan for the amount of \$600,000 from TASCORP to be used to pay the costs of completing Stage 1 of the Prosser Plains Raw Water Scheme (eg. completion of the Pumping Station), which in turn will allow Council to meet its obligations under the Water Supply Agreement dated 8 February 2019.</p> <p>2.The General Manager is directed and hereby authorised to take all reasonable and necessary steps to secure the loan referred in recommendation 1 set out above, including without limitation making application to TASCORP for the loan, and executing all relevant documents for and on behalf of Council (including applying the common seal of Council if required).</p> <p>3. That Council endorses the General Manager to draw down an additional maximum amount of \$50,000 from Council</p>	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					cash, on receipt of a report to Council in the event that the remaining funds with the \$600,000 additional loan is insufficient to complete the project.	
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.	Requires further consideration.  To be workshopped and further investigated.
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.	Dog Management Policy to be reviewed to include recent amendments to the <i>Dog Control Act 2000</i> related to the protection of Little Penguins and any other relevant amendments.  Newly declared fenced exercise areas to also be incorporated into Council's existing Policy.
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.  2. That, in the event, that either or both crossings are assessed as deficient	Under early investigation.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					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	<p>That:</p> <ol style="list-style-type: none"> <li>1. The Statement of Expectations – Adviser's Reports are received and noted, and</li> <li>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.</li> </ol>	<p>Complete.</p> <p>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.</p> <p>Acting General Manager to provide a further report to Council in July 2020.</p>
25 Feb 2020	6.4	48/20	Triabunna Recreation Ground Section 24 Minutes – 2 October 2019	GM	<p>That:</p> <ol style="list-style-type: none"> <li>1. The Triabunna Recreation S24 Committee meeting minutes be received and noted.</li> <li>2. The committee be advised that under Council's kerbside Vendor Policy there is no need to obtain approval from the S24 committee.</li> <li>3. Council are provided with a copy of the landscape plans and the council recommendation referred to in the</li> </ol>	<p>Policy to be reviewed in respect to control of kerbside vendors and submitted to the July/August Council workshop.</p> <p>Plans and copy of decision to be circulated to Councillors.</p>



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					minutes at dot point 3 under New Business.	
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 that immediate discussions with CentaCare be commenced in relation to alternate sites.	Briefing between Councillors, the Acting General Manager and CentreCare representatives to be held early June.  Awaiting land valuations from the Valuer General.
25 Feb 2020	7.7	55/20	Drought Communities Program – Extension Funding	GM	<ol style="list-style-type: none"> <li>1. Council is provided with a report providing separate cost estimates of the projects a) to k) listed in attachment A, and</li> <li>2. Maps showing the location and alignment of the projects are included with the report, and</li> <li>3. The report be provided to Council for consideration at a Special Meeting of Council or at the March 2020 Ordinary Council Meeting, at the latest.</li> </ol> <p><b>Appendix A.</b> <b>Drought Communities Programme – Extension Funding Projects</b></p> <ol style="list-style-type: none"> <li>a) Concrete footpath approximately 400m long to the southern side of Swanwick Road from Swanwick Drive to Hazards View Drive, Swanwick, and</li> </ol>	Report submitted to the special Council meeting – 9 April 2020 (closed session).  Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<ul style="list-style-type: none"> <li>b) Concrete footpath approximately 220 metres long to the Southern side of Wellington Street from Noyes Street to Victoria Street, Swansea, and</li> <li>c) Concrete footpath approximately 200 metres long to the eastern side of Noyes Street from Franklin Street to Wellington Street, Swansea, and</li> <li>d) Concrete footpath approximately 220 metres long to the Northern side of Elizabeth Street from Charles Street to Gore Street, Orford, and</li> <li>e) Concrete footpath approximately 400 metres long to the western side of Charles street from Vicary Street to the Recreation Ground Entrance, Triabunna, and</li> <li>f) Improvements (realignment and paving) to the intersection of the Esplanade and Vicary Street at the proposed new location of the RSL Cenotaph opposite The Gatehouse, Triabunna, and</li> <li>g) Installation of practice nets, pitch with synthetic surface at the Cricket Ground in Buckland, and</li> <li>h) Concrete kerb and channel and concrete footpath to the eastern side of the Tasman Highway from the Gala Kirk Church car park to Gala Road, Cranbrook, and</li> <li>i) Concrete footpath approximately 1,200 metres long on the eastern side of the</li> </ul>	

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>Tasman Highway from Harveys Farm road to Douglas Street, Bicheno, and</p> <p>j) Installation of cricket practice nets, pitch and synthetic surface at the Triabunna Recreation Ground, Triabunna, and</p> <p>k) Replacement of steps to the front entrance of the Buckland Community Hall and associated landscaping.</p>	
25 Feb 2020	7.8	56/20	Consideration of cul-de-sac name: off Sebastian Rise, Swansea	MDC	That Council approves the name 'Amos Place' for the cul-de-sac off Sebastian Rise in Swansea for submission to the Nomenclature Board by 26 February 2020.	Complete.
24 Mar 2020	6.4	79/20	Letter of Thanks – Mr Derek Madsen	NRM	That the Mayor on behalf of Council writes to Mr Derek Madsen of Banwell thanking him for his time and for his commitment to the NRM Committee and previous volunteer roles.	Complete. Letter of thanks sent.
24 Mar 2020	7.1	80/20	Draft Glamorgan Spring Bay Council 10-Year Strategic Plan 2020-2029	AGM	That Council receives the Draft Glamorgan Spring Bay Council's 10-year Strategic Plan 2020-2029 as attached to this report and invites community consultation and feedback over a four (4) week period with submissions closing on Friday 24 April 2020.	Complete.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	AMRS / EHO	That Council defers a decision on Paddy's Potatoes and any further request for food	Council Kerbside Vendor Policy to be reviewed and submitted to the July/August Council workshop.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>vendors to trade from the Triabunna Marina and wharf area until:</p> <ol style="list-style-type: none"> <li>1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager.</li> <li>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.</li> <li>3. A risk assessment is carried out in respect to pedestrian/user safety.</li> </ol>	<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.	<p>In progress.</p> <p>Pending briefing to Council workshop July 2020.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
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. 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>	<p>In progress.</p> <p>A lease agreement as per Council decision is being prepared by Council staff.</p>
24 Mar 2020	7.10	89/20	Late Agenda Report – Delivery of Land Transport Infrastructure Projects on Local Roads	AGM	<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"> <li>1. Stage 1 – gateway to avenue section (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$606,000; and</li> <li>2. Stage 2 – main street (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$632,000; and</li> </ol>	<p>Recent advice received from the Department for Infrastructure, Transport and Regional Development indicates that applications are still under review.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					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.	
24 Mar 2020	8.2	91/20	Notice of Motion – Cllr Annie Browning	WS	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 Cllr 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.  Pending advice re plaque design and wording.  Seat has been ordered with the delivery date yet to be confirmed.
28 Apr 2020	7.3	129/20	Recruitment Policy	AGM	That Council adopts the Recruitment Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.4	130/20	Corporate Credit Card Policy	AGM	That Council adopts the Corporate Credit Card Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
28 Apr 2020	7.5	131/20	Fraud Control Policy	AGM	That Council adopts the Fraud Control Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.6	132/20	Asset Management Policy	AGM	That Council adopts the Asset Management Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.7	133/20	Rate Relief for Religious Organisations Policy	AGM	That Council adopts the Rate Relief for Religious Organisations Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.8	134/20	Rate Relief for Community Groups Policy	AGM	That Council adopts the Rate Relief for Community Groups Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.9	135/20	Financial Hardship Assistance Model Policy	AGM	That Council adopts the Financial Hardship Assistance Model Policy as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.10	136/20	Draft GSBC Pandemic Response Plan	AGM	That Council endorses the GSBC Pandemic Response Plan as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.11	137/20	Glamorgan Spring Bay Council Remote Meeting Guide	AGM	That Council adopts the Glamorgan Spring Bay Council Remote Meeting Guide as presented	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					effective 28 April 2020.	Updated Policy placed on Council's website.
28 Apr 2020	7.12	138/20	Council Meetings – Audio Visual Recording and Live Streaming Policy	AGM	That Council adopts the reviewed Audio Visual Recording and Live Streaming Policy as presented effective 28 April 2020 to be reviewed as required.	Complete.  Updated Policy placed on Council's website.
28 Apr 2020	7.15	141/20	Buckland Cricket club	MCD	That Council approves the application from the Buckland Cricket Club for a grant of \$750.00 to erect a new steel rail fence from the Club's entrance gate to the start of the dog exercise area fence.	Complete.
28 Apr 2020	7.16	142/20	Late Report Item – Review of Council's Common Seal Policy	AGM	That Council amends the Policy 6.5 Use of Council's Common Seal as presented effective 28 April 2020.	Complete.  Updated Policy placed on Council's website.  Report on the Use of Council's Common Seal provided in the Councillor Briefing Document.
28 Apr 2020	7.17	143/20	Late Report Item – 0% Rates Increase 2020 / 21	AGM	That Council endorse a 0% increase on the general rate for the 2020/21 financial year.	Report to go to June OCM.
08 May 2020	2.1	156/20	Tempus Planning Applications – Determination of Base Application Fee	SPC AGM	That Council:  a. pursuant to Section 205 of the <i>Local Government Act 1993</i> , sets a Base Application Fee of \$2.00 per \$1000 development cost for the planning application for Tempus, to be lodged on	Complete.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					part of RA 12371 Tasman Highway, Swansea; and  b. this fee remains valid for the balance of the 2019/2020 financial year.	
15 May 2020	2.1	157/20	Draft Major Projects Bill 2020 Submissions	SPC AGM	That Council makes submission to the exhibition of the <i>Draft Land Use Planning and Approvals Amendment (Major Projects) Bill 2020</i> as provided in Attachment 1 to this report.	Complete.
26 May 2020	6.2	173/20	Late Report Item – Report and Recommendations from the Statement of Expectations Special Committee (meeting #4)	AGM	That Council:  1. Authorises the Mayor to approach the Director of Local Government, Mr Craig Limkin, regarding his letter dated 13 May 2020, and ask the Director to consider engaging the Division's own independent adviser, at its cost, to create its report.  2. Authorises the Mayor to invite the Director of Local Government to address Council on his expectations for the process for implementation for the SoE up until September 2020.  3. Continues to engage independent advisers to assist with this process, as necessary.	In progress.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>4. Amends the Terms of Reference of the Statement of Expectations Committee to include the following:</p> <ul style="list-style-type: none"> <li>• The Committee is to undertake the task of supporting and monitoring the implementation of the SoE;</li> <li>• The SoE Committee is to provide timely reports to Council on progress; and</li> <li>• The SoE Committee is to provide a report on the effectiveness of the SoE to Council at its September meeting, recommending that the report be endorsed and forwarded to the Director.</li> </ul>	Complete. Circulated to Councillors.
26 May 2020	7.1	174/20	Soldiers Memorial Screen at the Bicheno RSL Club	GP	That Council consents to lodge a development application for a memorial screen at 78 Burgess Street, Bicheno (Bicheno Memorial Hall).	Complete – application lodged.
26 May 2020	7.2	175/20	Multiple dwellings x 8 plus two existing at 70 Tasman Hwy, Bicheno (Moonya)	GP	That Council consents to lodge the application for eight new dwellings at 70 Tasman Highway, Bicheno.	Complete – application lodged.
26 May 2020	7.3	176/20	Triabunna RSL club rooms – proposed extension	GP	That Council consents to lodge the application for extensions to the Triabunna RSL club rooms.	Complete – application lodged.
26 May 2020	7.4	177/20	Electric Vehicle Charging Station, Noyes Street, Swansea	GP	That Council consents to lodge development application for an electric vehicle charging	Complete – application lodged.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					station in Noyes Street, Swansea as shown in the diagram on page 46 of this Agenda.	
26 May 2020	7.5	178/20	Proposed new road name off Holkham Court, Orford	GP	That Council as the road authority chooses the name Mace Court for the new subdivision road off Holkham Court, Orford.	"Mace Court" submitted to Nomenclature Board. Awaiting Gazettal.
26 May 2020	7.6	179/20	Memorandum of Understanding (MOU) Southern Waste	AGM	That Council authorises the Acting General Manager to execute the Memorandum of Understanding for the Southern Tasmanian Waste Management Group.	Complete.
26 May 2020	7.7	180/20	Submissions Strategic Plan	AGM	That Council adopts the Glamorgan Spring Bay Council 10-year Strategic Plan 2020-2029 as attached to this report and acknowledges the submissions received and thanks all those involved in the production of the document.	Complete.  Strategic Plan available via Council's website.
26 May 2020	7.8	181/20	Adoption of the 2020/21 Rates Resolution and Fees & Charges	AGM	That Council by absolute majority:  1. Adopts the 2020-2021 Fees and Charges (as presented in the attachments to this agenda).  2. Adopts the 2020-2021 Rates Resolution (as presented in the attachments to this agenda).	Completed.  Fees and Charges uploaded to Council's website.  Rates resolution to be resubmitted to June 2020 OCM.
26 May 2020	7.9	182/20	Commercial Addendum to Financial Hardship Assistance Model Policy	AGM	That Council adopts the Glamorgan Spring Bay Council Commercial Addendum to Financial Hardship Assistance Model Policy as presented effective 26 May 2020.	Completed.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
						Addendum & Application form uploaded to Council's website.
26 May 2020	7.10	183/20	Approval for New Loan	AGM	That Council by absolute majority, subject to Treasury approval, authorise the Acting General Manager to take out an additional loan up to \$1.5million in the current financial year for general operational purposes.	In progress. Awaiting advice from Treasury.
26 May 2020	7.11	184/20	Memorandum of Understanding – Local Government Association of Tasmania Funding	AGM	That Council authorise the Acting General Manager to enter into the Memorandum of Understanding with the Local Government Association for their contribution of \$15,000 towards Asset Management Plans, Strategy & Policy and an integrated 10 year financial plan as presented in the attachments to the 26 May 2020 agenda and the Acting General Manager writes to the Local Government Association of Tasmania to acknowledge and thank them for their assistance and financial contribution.	Executed MOU & Invoice sent to LGAT
26 May 2020	7.12	185/20	Application for Grant Funding – Roads and Bridges	AGM	That Council authorise the Acting General Manager to:  1. Submit an application for funding as follows:	In progress.  Application submitted.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<ul style="list-style-type: none"> <li>- \$130,000 grant to replace Rheban Rd Bridge under the Commonwealth Bridge Replacement Program.</li> <li>- \$125,000 to resheet a portion of Rheban Rd under the Commonwealth Heavy Vehicle Safety and Productivity Program.</li> </ul> <p>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>	
26 May 2020	7.13	186/20	Rain Storm – Flooding, Responsibilities and Actions	WM	<p>1. That the Glamorgan Spring Bay Council provide/acquire funds to a value of up to \$500,000 to:</p> <ul style="list-style-type: none"> <li>(i) allow preparation of a Stormwater Management Plan in accordance with the Urban Drainage Act 2013 (for the defined Urban areas).</li> <li>(ii) allow onsite inspections that may identify simple or low cost solutions for inclusion on an immediate action plan.</li> <li>(iii) also allow identification/confirmation</li> </ul>	<p>In progress.</p> <p>Affected residents advised of Council's decision via correspondence.</p>

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>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 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</p>	

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					government stormwater management, be engaged.	
26 May 2020	7.14	187/20	Retrospective Approval – Letter of In-principle Support – Bicheno Community Development Association Inc. – Additional seating around Bicheno	AGM EO	That Council retrospectively endorses the letter of in-principle support provided to the Bicheno Community Development Association Inc. by the Mayor on behalf of Council in support of its application for funding through the Destination Action Plan (DAP) group to seek a DAP specific State Government Grant dated 14 May 2020 and subject to the conditions contained therein.	Complete.
26 May 2020	7.15	188/20	Councillor Allowances	AGM 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 bi-monthly in the Councillor Briefing Document.
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.  Report to be submitted to the June 2020 Ordinary Council Meeting.

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
26 May 2020	7.18	192/20	Communities Combating Pest and Weed Impacts During Drought Program – Biosecurity Management of Pests and Weeds – Round 2 Funding Offer	MRN	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse Council staff to execute the grant program in accordance with the grant deed.</li> <li>2. Council provide the Acting General Manager with the Delegation to sign the Biosecurity Management of Pests and Weeds – Round 2 Funding Offer Grant Deed when it is provided by the Australian Government.</li> </ol>	<p>Complete.</p> <p>Grant Deed executed.</p>
26 May 2020	7.19	193/20	Availability of Unconfirmed Council Minutes to the Public	AGM EO	That Council makes the unconfirmed long minutes of a Council meeting (other than a closed meeting) publicly available via Council's website at least two weeks before the next ordinary Council Meeting.	Ongoing.

#### LEGEND:

**AGM** = Acting General Manager, **WM** = Works Manager, **AMRS** = Acting Manager Regulatory Services, **MBMI** = Manager Building & Marine Infrastructure, **MCD** = Manager Community Development, **MNR** = Manager Natural Resources **GP** = Gradual Planner, **EO** = Executive Officer, **SFO** = Senior Finance Officer, **ALL** = All Managers, **SPC** = Senior Planning Consultant