



# Information Briefing Document

as at 31 March 2021

(for the January/February/March reporting period)

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

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

## Contents

<b>GOVERNANCE &amp; COUNCIL MEETINGS .....</b>	<b>3</b>
<b>HUMAN RESOURCES.....</b>	<b>3</b>
<b>ANNOUNCEMENTS BY THE MAYOR .....</b>	<b>4</b>
<b>CORPORATE CALENDAR .....</b>	<b>5</b>
<b>PROPERTY SETTLEMENT CERTIFICATES A/A 31 MARCH 2021.....</b>	<b>8</b>
<b>RATES BALANCE SHEET A/A 31 MARCH 2021.....</b>	<b>9</b>
<b>HEALTH, SAFETY, OTHER.....</b>	<b>10</b>
<b>MOTOR VEHICLE REPORTS IN 2020 AND 2021.....</b>	<b>11</b>
<b>USE OF COUNCIL SEAL .....</b>	<b>11</b>
<b>COMMUNITY SMALL GRANTS PROGRAMME.....</b>	<b>11</b>
<b>PLANNING &amp; DEVELOPMENT STATISTICS.....</b>	<b>12</b>
<b>PROFIT AND LOSS - GOVERNANCE .....</b>	<b>14</b>
<b>PROFIT AND LOSS - WORKS.....</b>	<b>15</b>
<b>CAPITAL WORKS AS AT 31 MARCH 2020.....</b>	<b>16</b>
<b>PROFIT AND LOSS - CORPORATE SERVICES.....</b>	<b>19</b>
<b>PROFIT AND LOSS - DEVELOPMENT .....</b>	<b>20</b>
<b>PROFIT AND LOSS - COMMUNITY DEVELOPMENT .....</b>	<b>21</b>
<b>PROFIT AND LOSS - BUILDINGS &amp; FACILITIES .....</b>	<b>22</b>
<b>PROFIT AND LOSS - MARINA &amp; WHARF.....</b>	<b>23</b>
<b>PROFIT AND LOSS - NRM .....</b>	<b>24</b>
<b>PROFIT AND LOSS - ANIMAL CONTROL .....</b>	<b>25</b>
<b>PROFIT AND LOSS - MEDICAL CENTRES .....</b>	<b>26</b>
<b>PROFIT AND LOSS - VISITOR INFORMATION CENTRES .....</b>	<b>27</b>
<b>PROFIT AND LOSS - TOURISM &amp; ECONOMIC DEVELOPMENT .....</b>	<b>28</b>
<b>PROFIT AND LOSS - PROSSER PLAINS RAW WATER SCHEME.....</b>	<b>29</b>
<b>COUNCIL MOTION TRACKING DOCUMENT AS AT 31 MARCH 2020.....</b>	<b>30</b>
<b>ANNUAL PLAN PERFORMANCE REPORT .....</b>	<b>41</b>

## GOVERNANCE & COUNCIL MEETINGS

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2021 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm.

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

During the period January to March 2021 inclusive, there were 287 views of the audio/visually recorded Council meetings via the YouTube platform.

### **Medical Services**

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

### **Corporate Services**

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

## HUMAN RESOURCES

Council's new Director of Works and Infrastructure, Mr Peter Porch and Works Manager, Mr Darren Smith both commenced work on the 11 January 2021.

Council's new Director of Planning and Development, Mr Alex Woodward commenced on 1 February 2021.

Council farewelled Manager of Community Development, Mrs Lona Turvey; Planner, Ms Robyn Bevilaqua; and Municipal Emergency Management Coordinator, Ms Bev Allen during the January to March quarter.



## ANNOUNCEMENTS BY THE MAYOR

### MAYOR ROBERT YOUNG

The Mayor attends numerous engagements each month. This is a list of the recent activities undertaken by Mayor Robert Young for January, February & March 2021, including:

<b>JANUARY</b>		
	18	Attended meeting with Brian Mitchel MP
	21	Attended meeting with Swansea Doctors
<b>FEBRUARY</b>	02	Attended meeting with Cassy O'Connor MP & Alice Gilbin
	11	Attended East Coast Tourism Function at Spring Bay Mill
	23	ABC interview
	24	Attended meeting with MAST
	26	Attended Pollie Pedal barbecue at Bicheno
<b>MARCH</b>	14	Attended Bicheno Little Nippers
	22	Attended a meeting with a resident
	23	ABC radio interview



# CORPORATE CALENDAR

Item No.	Document / Item	Statutory - Y/N?	LGA Act Reference Or Other as Stipulated	Date When Last Updated	Review History	Review Status/Comments	Responsible Officer / External Resource	Lead Officer	Priority	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
1	Code of Conduct	Yes	S28E (2) c	Feb 2019	Every new term of Council (every 4 years)	GSBC Model Code of Conduct endorsed by new Council 26/02/19	N/A	GM	DUE 2022																			
2	Community Strategic Plan	Yes	S66	Mar 2020	Submissions reviewed at the May 2020 Council Workshop with the final Plan adopted at the May 2020 Ordinary Council Meeting.	Plan developed, workshopped & adopted by Council May 2020. Council's mission-critical priorities for 2020/21 to be reviewed in January 2021.	General Manager	GM	DUE 2021										Start		Finish							
3	Long Term Financial Management Plan	Yes	S70, S70F, S70G	2021	Adopted by Council 23 March 2021	Adopted by Council 23 March 2021	Contract Accountant	CA	DUE 2031																			
4	Financial Management Strategy	Yes	S70, S70F, S70G	2015	GM to work with Accountant and Senior Finance Officer to provide draft to Council. Obtain best practice template.	*10 yr plan - Consistent with Strategic Plan, refer to the Long-term Strategic Asset Management Plan	Contract Accountant	CA	MEDIUM												Start		Finish					
5	Strategic Asset Management Plan	Yes	S70B, S70F, S70G	2014 (Asset Management Strategy Only)	To be developed - Previously existing 'Asset Managemenet Strategy' was last reviewed in 2014.	*10 yr + plan - Relates to all assets under 70F(3). This document covers both the requirements of a 'Long-Term Strategic Asset Management Plan' and an 'Asset Management Strategy' and is to be developed in conjunction with the Long Term Financial Plan (in progress)	Asset Management Engineer	AME	HIGH													Start	Finish					
6	Audit Charter	Yes	S85, S85A, S85B	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 140/20).	Council's Audit Panel Charter to be reviewed 2024	Audit Committee	CA	DUE 2024																			
7	Annual Plan & Budget Estimates	Yes	S82, S70G	Mar 2020	Budget estimates endorsed 25/6/19. 2019-2020 Annual Plan produced and adopted by Council 24/3/20 (Dec. 80/20).	Budget Estimates 2020/21 adopted 23 June 2020. 2020/21 Annual Plan adopted by Council September 2020	General Manager / Contract Accountant	GM	DUE 2021												Start					Finish		
8	Rates Resolution	Yes	S90	June 2020	Commence in April each year	2020/21 rates resolution endorsed by Council.	Contract Accountant	CA	DUE 2021												Start					Finish		
9	Fees & Charges Register	Yes	s206	April 2020	Commence in April each year	2020/21 fees and charges adopted by Council May 2020.	Contract Accountant/General Manager/Manager input	CA	DUE 2021												Start		Finish					
10	Budget	Yes	S82	Feb 2020	Commence in Feb/March each year	2020/21 Budget endorsed by Council June 2020	General Manager / Contract Accountant	CA	DUE 2021												Start					Finish		
11	Generate departmental Budgets with external funding details	No	S82	Feb 2020	To be provided by Department Managers with rationale - To Council Workshops		Contract Accountant / Managers	CA	HIGH													Start				Finish		
12	S24 Review	No	S24, S70E, S70G	Oct 2020	Reviewed October 2020.	Adopted by Council October 2020	General Manager / Executive Officer	GM	AS REQUIRED																			
13	Annual Report	Yes	S72	February 2021	Commence in August each year - Developed by GM/Executive Officer with final financial statements provided by TAO and checked by Accountant	Adopted by Council February 2021. Commence in August each year.	General Manager / Managers / Executive Officer	GM	MEDIUM																	Start		
14	Public Land Register	Yes	S177A (2)	To be developed	Not currently compliant. To be developed 2020. List of Council land is held in asset register, needs to be available for public viewing and in map form.	Whilst developing compliant register, check any land that Council wishes to lease or dispose of does qualify as public land under the LGA and must be disposed of according to process in LGA. To be developed 2020.	Contract Accountant / Infrastructure Manager	CA	HIGH								Start		Finish									
15	Environmental Bylaw	Yes	S145 LGA + Various	May 2020	Reviewed Sept 2019. Signed by Mayor & AGM Apr 2020	Gazetted 23 May 2020	General Manager / Executive Officer	GM	AS REQUIRED																			
16	Policy - Private Works	No	S70E, S70G	June 2020	Policy developed. Requires review 2023	Policy developed and reviewed at Council workshop June 2020. Adopted by Council June 2020.	Contract Accountant	CA	DUE 2023																			
17	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 in mid 2021.	Manager Building & Marine Infrastructure / EHO / Planning / Compliance	MB&MI	MEDIUM					Start		Finish												
18	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 mid 2021, workshopped and submitted to Council.	Works Manager & Contract Planner	WM	LOW					Start		Finish												
19	Policy 1.6 - Council Advertising	No	S70E, S70G	June 2019	Reviewed & Adopted by Council June 2019 (Dec. 116/19).	To be reviewed 2022.	General Manager / Executive Officer	GM	DUE 2022																			
20	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.	The Policy review is to commence shortly with community consultation to be held in mid-late 2021 o the new draft.	Director Planning & Development	EMD	HIGH			Start				Finish												
21	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.	Director Planning & Development	EMD	DUE 2023																			
22	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	WM	LOW						Start		Finish											
23	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	WM	LOW							Start		Finish										
24	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	MB&MI	LOW						Start		Finish											
25	Policy 3.1 - Grants Auspiced by Council	No	S70E, S70G	Oct 2020	Rescinded by Council 27 October 2020 (Dec 339/20)	N/A	Contract Accountant	MCD & MNRM	N/A																			
26	Policy 3.2 - Use of Electronic Devices	No	S70E, S70G	Nov 2019	Reviewed and adopted by Council 26 Nov 2019 (Dec. 217/19)	Due for review 2022.	Executive Officer	EO	DUE 2022																			
27	Policy 3.3 - Conservation Covenant Rebate	Yes	S129	May 2019	Reviewed and adopted by Council 28 May 2019 (Dec. 104/19)	Due for review 2021.	Contract Accountant	CA	LOW															Start		Finish		
28	Policy 3.7 - Rate Relief for Community Groups	Yes	S129	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 134/20).	Due for review 2024.	Contract Accountant	CA	DUE 2024																			
29	Policy 3.8 - Rate Relief for Religious Organisations	Yes	S129	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 133/20).	Due for review 2022.	Contract Accountant	CA	DUE 2022																			
30	Poliiicy 3.9 - Financial Reserves	Yes	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 82/20).	Due for review 2023.	Contract Accountant	CA	DUE 2023																			







# PROPERTY SETTLEMENT CERTIFICATES A/A

## 31 MARCH 2021

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>		<u>2019/20</u>		<u>2020/21</u>	
	<b>132</b>	<b>337</b>	<b>132</b>	<b>337</b>	<b>132</b>	<b>337</b>	<b>132</b>	<b>337</b>	<b>132</b>	<b>337</b>
July	42	18	47	18	64	25	42	17	65	35
August	50	26	58	28	60	37	31	13	65	24
September	43	20	51	27	46	19	56	31	74	38
October	37	18	57	37	48	22	54	25	62	31
November	53	30	60	32	47	18	53	31	77	34
December	35	17	38	18	40	19	36	17	99	50
January	46	23	59	29	61	24	47	23	69	37
February	72	33	51	20	49	30	37	18	79	36
March	87	41	53	23	45	16	61	26	71	43
April	48	21	61	31	50	27	15	7		
May	50	27	56	31	40	17	16	8		
June	31	16	38	21	27	17	23	14		
<b>Total</b>	<b>594</b>	<b>290</b>	<b>629</b>	<b>315</b>	<b>577</b>	<b>271</b>	<b>471</b>	<b>230</b>	<b>661</b>	<b>328</b>
<b>TOTAL</b>		<b>884</b>		<b>944</b>		<b>848</b>		<b>664</b>		<b>989</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.





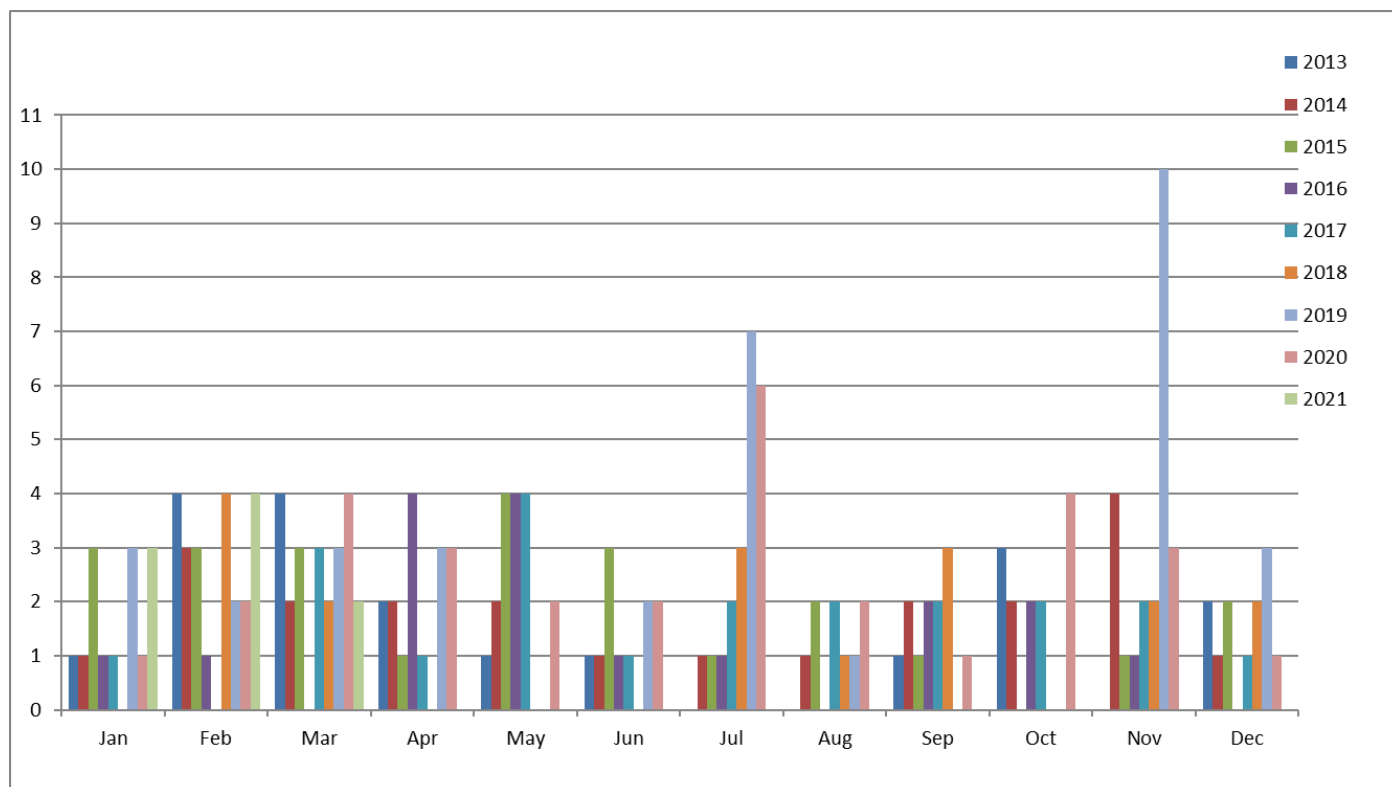
## RATES BALANCE SHEET A/A 31 MARCH 2021

Brought Forward Debit Total		\$275,825.08
Brought Forward Credit Total		-\$156,919.12
<b>BALANCE BROUGHT FORWARD</b>		<b>\$118,905.96</b>
<b>PLUS</b>		
Interest Charged		\$11,517.32
Penalty Charged		\$0.00
Rates Levied		\$8,784,425.31
Debit Journals	\$49,414.66 (less \$796.69 being since undone)	\$48,617.97
<b>DEBIT TOTAL</b>		<b>\$8,844,560.60</b>
<b>LESS</b>		
Receipts		\$6,978,221.69
Receipts Undone		-\$2,781.52
Discounts		\$0.00
Pension Rebates		\$282,405.14
Credits Journals	\$86,947.34 (less \$1,401.65 being since undone)	\$85,545.69
Supplementary Credits		\$42,277.41
Other Credits		\$0.00
<b>CREDIT TOTAL</b>		<b>\$7,385,668.41</b>
<b>THIS YEAR'S BALANCE</b>		<b>\$1,458,892.19</b>
<b>RATES BALANCE</b>		<b>\$1,577,798.15</b>



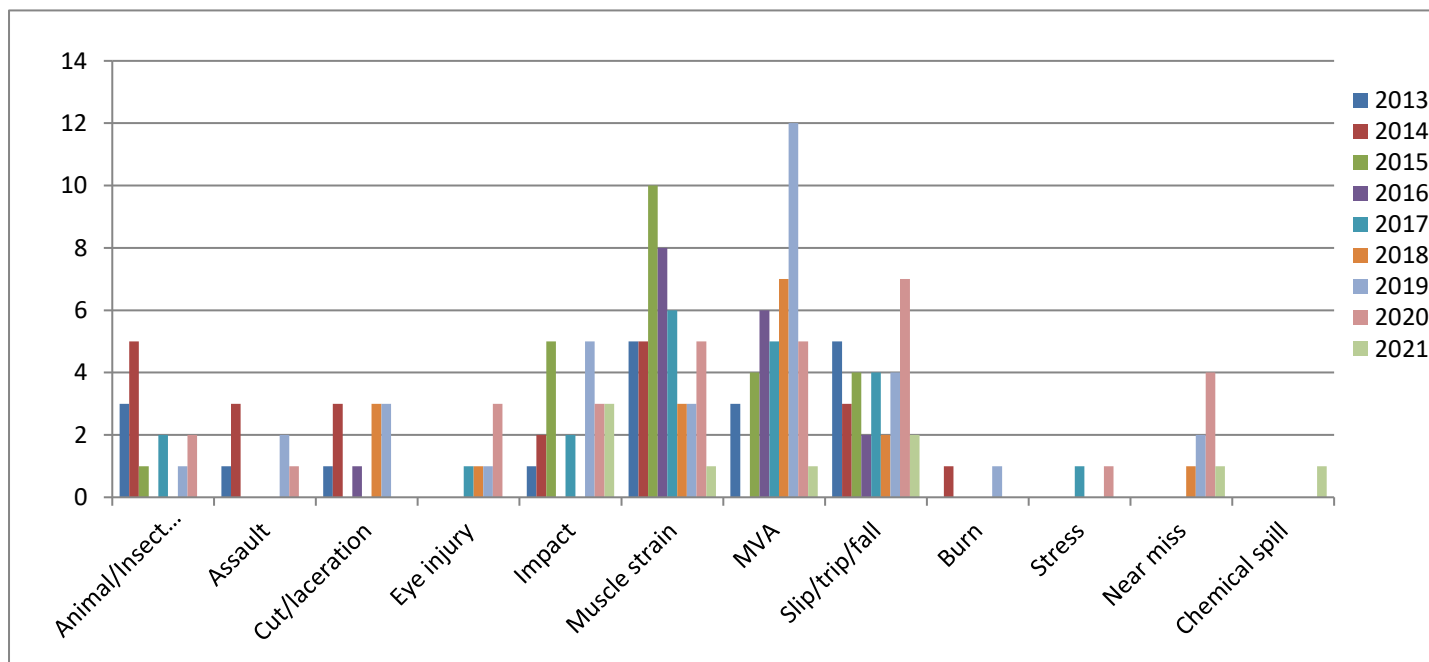
## HEALTH, SAFETY, OTHER

### Incident/Accident Reporting Numbers November 2013 until March 2021



**Analysis:** Nine Incident / Accident / Near Miss have been reported in the 2021 calendar year.

### Incident / Accident Reporting by type 2013 until March 2021



**Analysis:** No identifiable trends have been reported in 2021, impact with stationary object is the main Incident / Accident / Near Miss areas.



## MOTOR VEHICLE REPORTS IN 2020 AND 2021

Date	Details	Risk Level
18/2/2020	Damage to passenger side front panel	Low
29/4/2020	Stone chip in windscreen	Low
16/7/2020	Cracked mirror	Low
30/7/2020	Truck hit some scrub on the side of the road damaged indicator	Low
17/8/2020	Loading truck with excavator, door opened and hit tray of truck	Low
16/01/2021	Damage to plant due to after hours usage by unknown person, damaged front grill, oil collar and radiator	Medium

## USE OF COUNCIL SEAL

Date	Details	Signature
4/01/2021	Orford Rivulet Bridge Replacement (Amended Deed)	General Manager
5/01/2021	Electric Highway TA	General Manager
13/01/2021	Council Approval Page - SA 2020 / 28	General Manager
19/01/2021	Council Approval Page - SA 2013 / 12	General Manager
11/02/2021	Council Approval Page - SA 2020 / 34	General Manager
16/02/2021	Council Approval Page - SA 2020 / 16	General Manager
19/02/2021	Council Approval Page - SA 2005 / 08	General Manager
2/03/2021	Grant Deed - Swansea Boat Trailer Parking	General Manager
3/03/2021	Draft Amendment AM 2021/01 Instrument of Certification	General Manager
5/03/2021	Council Approval Page - SA 2001 / 02 & SA 2016 / 19	General Manager
10/02/2021	Adhesion Order - SA 2020 / 43	General Manager
18/03/2021	Grant Deed - Environmental Health Resources - Swanwick	General Manager
31/03/2021	Council Approval Page - SA 2003 / 01	General Manager

## COMMUNITY SMALL GRANTS PROGRAMME

Name	Amount Donated \$	Council Decision No.
Freycinet Volunteer Marine Rescue Association	\$1,000	263/20
Swansea Courthouse Management Committee Inc	\$1,000	302/20
Bicheno Community Development Association Inc	\$1,600	341/20



## PLANNING & DEVELOPMENT STATISTICS

### Planning Statistics as at 31 March 2021

PLANNING	Jan - March	YTD*
Development Applications Received (Total)	112	112
Development Applications Approved	66	66
Development Applications Refused	0	0
Development Applications Withdrawn	0	0
<i>*Calendar Year</i>		

### Building Statistics as at 31 March 2021

BUILDING & PLUMBING	Jan - March	YTD*
Building Permits Approved	26	26
Plumbing Permits Approved	6	6
Notifiable Building Work Approved	24	24
Notifiable Plumbing Work Approved	16	16
Low Risk Building Work	5	5
Low Risk Plumbing Work	5	5
Permit of Substantial Compliance	0	0
Building Certificates	0	0
<i>*Calendar Year</i>		

### Compliance Statistics as at 31 March 2021

COMPLIANCE	Jan- March	YTD
Building Notices issued	0	0
Building Orders issued	1	1
Planning Complaints Received	15	15
Planning Enforcement Notices Issued	1	1
<i>*Calendar Year</i>		

### Environmental Health Statistics as at 31 March 2021

ENVIRONMENTAL HEALTH	Jan - March	YTD
Immunisations	34	34
Food & Public Health Act Registrations	5	5
Food & Public Health Inspections	23	23
Notifiable Diseases	3	3
Sampling	12	12
Public Health/Environmental Health Complaints	5	5
On-site Wastewater Assessments/Permits	18	18
Form 49 & 50 Assessments/Inspections	3	3
New Food Business Enquiries	8	8
Development Application Assessments	8	8
<i>*Calendar Year</i>		



## Animal Control Statistics as at 31 March 2021

ANIMAL CONTROL	Jan - March	YTD
Dogs Registered	26	1021
Kennel Licenses Issued/Renewed	1	1
Dogs Impounded	3	3
Dog Attacks	5	5
Dogs Seized	0	0
Dogs Surrendered	0	0
Dogs Euthanized	0	0
Dogs at Large	10	10
Dogs placed with Dogs' Homes of Tasmania	0	0
Caution Notices Issued	11	11
Complaints	10	10
Infringements	3	3
Lost Dog calls	0	0
Other	0	0
Fire Abatement Enquires/Complaints	19	23
Cat Enquires/Complaints	5	5
Livestock Enquires/Complaints	1	1



## PROFIT AND LOSS - GOVERNANCE

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	203	0	203	0%	0	
<b>Total Trading Income</b>	<b>203</b>	<b>0</b>	<b>203</b>	<b>0%</b>	<b>0</b>	
<b>Gross Profit</b>	<b>203</b>	<b>0</b>	<b>203</b>	<b>0%</b>	<b>0</b>	
<b>Operating Expenses</b>						
Employee Costs	199,700	314,146	(114,447)	-36%	419,277	1
Materials & Services	179,092	111,266	67,826	61%	139,739	2
Depreciation	29,875	29,997	(122)	0%	40,000	
Other Expenses	104,398	121,825	(17,427)	-14%	162,429	
<b>Total Operating Expenses</b>	<b>513,065</b>	<b>577,234</b>	<b>(64,169)</b>	<b>-11%</b>	<b>761,445</b>	
<b>Net Profit</b>	<b>(512,862)</b>	<b>(577,234)</b>	<b>64,372</b>	<b>-11%</b>	<b>(761,445)</b>	

#### Notes

1. Employee costs are down \$114k on budget YTD due to staff vacancies earlier in the year.
2. Materials and services are up \$68k on budget YTD primarily due to the use of contractors to cover staff vacancies earlier in the year and is offset by the savings in employee costs.



## PROFIT AND LOSS - WORKS

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	1,102,130	1,090,555	11,575	1%	1,090,555	
User Charges	81,758	35,350	46,408	131%	47,600	
Grants	374,791	373,754	1,037	0%	1,035,677	
Other Revenue	33,718	6,489	27,229	420%	8,650	
Net Gain/Loss on Disposal of Assets	57,251	0	57,251	0%	0	1
<b>Total Trading Income</b>	<b>1,649,648</b>	<b>1,506,148</b>	<b>143,500</b>	<b>10%</b>	<b>2,182,482</b>	
<b>Gross Profit</b>	<b>1,649,648</b>	<b>1,506,148</b>	<b>143,500</b>	<b>10%</b>	<b>2,182,482</b>	
<b>Capital Grants</b>						
Grants Commonw ealth Capital - Other	2,450,543	3,201,000	(750,457)	-23%	3,992,500	
Grants Commonw ealth Capital - Roads to Recovery	483,690	602,468	(118,778)	-20%	1,003,468	
Grants State Capital - Other	581,180	500,000	81,180	16%	500,000	
<b>Total Capital Grants</b>	<b>3,515,413</b>	<b>4,303,468</b>	<b>(788,055)</b>	<b>-18%</b>	<b>5,495,968</b>	2
<b>Operating Expenses</b>						
Employee Costs	1,404,524	1,435,429	(30,905)	-2%	1,915,456	
Materials & Services	2,148,121	2,019,145	128,976	6%	2,706,368	3
Depreciation	1,229,481	1,229,481	0	0%	1,639,315	
Interest	8,161	8,253	(92)	-1%	11,004	
Internal Plant Hire	(99,464)	(119,673)	20,209	-17%	(174,554)	
<b>Total Operating Expenses</b>	<b>4,690,822</b>	<b>4,572,635</b>	<b>118,187</b>	<b>3%</b>	<b>6,097,589</b>	
<b>Net Profit</b>	<b>(3,041,175)</b>	<b>(3,066,487)</b>	<b>25,312</b>	<b>-1%</b>	<b>(3,915,107)</b>	

#### Notes

1. Net gain/loss on disposal of assets relates to vehicles and plant sold or traded-in.
2. Capital grants are down \$788k on budget YTD due to the payment of grants tied to project milestones.
3. Materials and services are up \$129k on budget YTD primarily due to higher work level completed by contractors over the summer period and a higher than expected level of emergency clean up works with a number of rain events during the year so far.



# CAPITAL WORKS AS AT 31 MARCH 2020

## Budget Capital Works Detail

Glamorgan Spring Bay Council  
as at 31 March 2021

New Capital	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress
<b>Roads, Footpaths, Kerbs</b>					
Swanwick Rd, Swanwick - Swanwick Dr to Hazards View Dr - Concrete Footpath approx. 400m. Southern side.	-	95,000	95,000		Procurement in Progress Drought Relief Grant
Wellington St, Swansea - Noyes St to Vistoria St - Concrete Footpath approx. 220m. Southern side.	64,802	60,000	60,000		Complete Drought Relief Grant
Noyes St, Swansea - Franklin St to Wellington St - Concrete Footpath approx. 200m. Eastern side	59,558	65,000	65,000		Complete Drought Relief Grant
Elizabeth St, Orford - Charles St to Gore St - Concrete Footpath approx. 220m Northern Side	35,500	54,000	54,000		Complete Drought Relief Grant
Charles St, Triabunna - Rec Ground entrance - Concrete Footpath approx 400m. Western Side	104,350	103,000	103,000		Complete Drought Relief Grant
Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	-	115,000	115,000		Procurement in Progress Drought Relief Grant
Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Concrete footpath approx. 1200m. Eastern side.	7,655	403,000	403,000		Preliminary design complete and under review Drought Relief Grant
Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	105,580	100,000	100,000		Complete Community Infrastructure Fund
Freycinet Drive - Kerb at Kayak Rental to stop flooding		30,000	30,000		Submitted for approval Community Infrastructure Fund - Round 2
Strip Rd Little Swanport - concrete overlay to hardstand floodway		30,000	30,000		Submitted for approval Community Infrastructure Fund - Round 2
R2R - Nugent Rd Seal - Carry forward from 2019/20 + EMF	50,000	50,000	40,775	9,225	Complete \$12,775.RTR + EMF \$28k
Dolphin Sands Share Pathway	345,187	374,608	374,608		Complete Fed Grant Fund (\$1.0m commenced 19/20)
Swansea Main Street Upgrade	45,965	400,000	400,000		Community engagement to be progressed. Fed Grant Funding in 21/22
<b>Total Roads, Footpaths, Kerbs</b>	<b>818,597</b>	<b>1,879,608</b>	<b>1,870,383</b>	<b>9,225</b>	
<b>Parks, Reserves, Walking Tracks, Cemeteries</b>					
Coles Bay Trailer Parking - c/wd project	167,045	155,462	155,462		Complete DPIPWE Funds
Swansea Boat Trailer Parking	28,885	500,000	500,000		Commenced DPIPWE Funds
Bicheno Triangle	23,750	600,000	600,000		Preliminary design complete. Public consultation underway. Fed Grant Fund
Bicheno Gulch	10,004				Site survey complete, awaiting approval prior to final design. Fed Grant Fund
Coles Bay Foreshore	41,060	800,000	800,000		Site survey complete, stakeholder feedback complete. Fed Grant Fund
Saltworks Boat Ramp Upgrade	877	100,000	100,000		State Grant
Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	21,570	25,000	25,000		80% complete Drought Relief Grant
Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	21,195	25,000	25,000		Complete Drought Relief Grant
Jetty Rd Bicheno - Beach Access, timber walkway installation		10,500	10,500		Submitted for approval Community Infrastructure Fund - Round 2
Buckland Walk - rehabilitation	-	60,000	-	60,000	
<b>Total Parks, Reserves, Walking Tracks, Cemeteries</b>	<b>314,386</b>	<b>2,275,962</b>	<b>2,215,962</b>	<b>60,000</b>	
<b>Plant &amp; Equipment</b>					
Small plant	10,327	31,000		31,000	60% complete
Skidsteer	41,500	41,000		41,000	Complete
New Vehicle GM	44,568	45,000		45,000	Complete
IT Computer Equipment	23,295	30,000		30,000	78%
<b>Total Plant &amp; Equipment</b>	<b>119,690</b>	<b>147,000</b>	<b>-</b>	<b>147,000</b>	
<b>Total New Capital</b>	<b>1,252,673</b>	<b>4,302,570</b>	<b>4,086,345</b>	<b>216,225</b>	

Renewal of Assets	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
-------------------	------------	------------------------	--------------------	-----------------	------------------	--------------------





#### Roads, Footpaths, Kerbs

RTR - RSPG Rheban Rd Resheeting / realignment for bridge	-	100,000	50,000	50,000		RTR
Emergency Repairs - Old Coach Rd Resheet	215,162	210,000	157,500	52,500	Complete	75% funded by EMF
Emergency Repairs - McNiels Rd Resheet 3.1km	15,688	60,000	45,000	15,000	30% Complete	75% funded by EMF
Emergency Repairs - Wielangta Rd Resheet 7km	3,680	125,000	100,000	25,000	40% Complete	75% funded by EMF
Emergency Repairs - Springs & Crossins Rd Resheet	21,197	17,000	12,750	4,250	Complete	75% funded by EMF
Emergency Repairs - Rosedale Rd Resheet 4.4km	112,953	80,000	60,000	20,000	Complete	75% funded by EMF
Emergency Repairs - Nugent Rd Resheet	18,070	45,000	30,000	15,000	Complete	75% funded by EMF
Resheet - to be allocated	-	59,025		59,025		
R2R - Wielangta Road resheet southern end	70,204		75,000		Complete	R2R project reallocation, from RTR Charles St Triabunna below.
R2R - Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	181,207	150,000	150,000		Complete	
R2R - Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), reconstruct, Reseal & Streetscape	-	326,631	251,631			May need additional funds in 21/22 RTR allocation
<b>Total Roads, Footpaths, Kerbs</b>	<b>638,160</b>	<b>1,172,656</b>	<b>931,881</b>	<b>240,775</b>		

#### Parks, Reserves, Walking Tracks, Cemeteries

Bicheno BMX track refurbishment		20,000	20,000		Submitted for approval	Community Infrastructure Fund - Round 2
Bicheno Walk - Bridge replacement - carried forward from 2019/20	23,206	30,000	20,000	10,000	80% Complete	Community Infrastructure Fund
<b>Total Parks, Reserves, Walking Tracks, Cemeteries</b>	<b>23,206</b>	<b>50,000</b>	<b>40,000</b>	<b>10,000</b>		

#### Stormwater, Drainage

Alma Rd and Fieldwick Land - Rockline drain and culvert improvements		125,000	125,000		Submitted for approval	Community Infrastructure Fund - Round 2
Mount St Orford - Kerb & channel	14,720	15,000		15,000	Complete	
Nailier Ave & Gamble St Bicheno - New culvert	31,495	30,000		30,000	In progress	
Stormwater management planning, investigation & design	118,602	275,000		275,000	45% complete	
Orford Main upgrade & pit installation 39 West Shelley Beach	-	35,000		35,000		
Freycinet Drive Coles Bay Rock line drains and reform road falls	-	30,000		30,000		
Bicheno Esplanade - install new mains to 3 houses	-	15,000		15,000		
Assess and design stormwater system upgrade - from 49 Rheban Rd to West Shelley Beach.	-	70,000		70,000		
Construct new pipe/overland flow linkages and expansion of Nautilus Drive detention basin	-	30,000		30,000		
Triabunna Yacht Club - main	-	30,000		30,000		
<b>Total Stormwater, Drainage</b>	<b>164,816</b>	<b>625,000</b>	<b>125,000</b>	<b>500,000</b>		

#### Council Buildings

Triabunna Depot - Dog Pound Upgrades - carried forward from 2019/20	-	11,000		11,000	Commenced	
Swansea Depot - Dog Pound Upgrades - carried forward from 2019/20	579	7,000		7,000	Commenced	
Bicheno Depot - Dog Pound Upgrades - carried forward from 2019/20	77	7,000		7,000	Commenced	
RSL Cenotaph - new memorial and relocate plaques - c/w project	15,878	35,000		35,000	40% Complete	
Buckland Community Hall - replacement of steps to the entrance	3,420	55,000	55,000		Procurement in progress	Drought Relief Grant
Swansea Museum - CCTV installation		11,000	11,000		Submitted for approval	Community Infrastructure Fund - Round 2
Swansea SES CCTV installation		3,000	3,000		Submitted for approval	Community Infrastructure Fund - Round 2
Triabunna Medical Centre - Car Park reseal and line mark		45,000	45,000		Submitted for approval	Community Infrastructure Fund - Round 2
Bicheno Medical Centre - Car Park reseal and line mark		55,000	55,000		Submitted for approval	Community Infrastructure Fund - Round 2
Triabunna Wharf Public Toilet Block - instal hands free washing station		15,000	15,000		Submitted for approval	Community Infrastructure Fund - Round 2
Triabunna Marina - improve public facilities and shelters		40,863	40,863		Submitted for approval	Community Infrastructure Fund - Round 2
Coles Bay Tennis Courts - Basketball hoop installation		3,000	3,000		Submitted for approval	Community Infrastructure Fund - Round 2
Buckland Community Hall - ramp access	-	45,000	45,000		Procurement in progress	Community Infrastructure Fund
Coles Bay Tennis Courts - Resurface/Reconstruct	44,400	65,000	65,000		80% Complete	Community Infrastructure Fund
Replace Fencing, paving & awning Swansea Child Care Centre	3,599	25,000	25,000		40% Complete	Community Infrastructure Fund
Bicheno Medical Centre - Refurb Treatment Room	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Courthouse Drainage Works	-	25,000	25,000		50% Complete	Community Infrastructure Fund
Swansea Community Hall - Toilet Refurbishment	-	40,000	40,000		Procurement in progress	Community Infrastructure Fund
<b>Total Council Buildings</b>	<b>67,953</b>	<b>512,863</b>	<b>452,863</b>	<b>60,000</b>		

#### Bridges, Culverts



Orford Bridge Replacement	955,885	990,840	990,840	Contract Complete. Rehabilitation to finalise project.	\$1.02m project started May 2019. Fully Federal Grant funded
Holkham Crt Culvert	6,500	56,087	56,087	Design commenced	Community Infrastructure Fund
RTR - BRP Rheban Rd Griffith River Bridge	20,069	300,000	300,000	Survey for design revision underway.	RTR 25% EMF75%
<b>Total Bridges, Culverts</b>	<b>982,453</b>	<b>1,346,927</b>	<b>1,346,927</b>		

Plant & Equipment	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Wheel loader (replace backhoe)	121,996	122,000		122,000	Complete	
Replace Animal Control Vehicle	31,634	35,000		35,000	Complete	
Plant replacement - replace 3 utes/works vehicles	67,569	109,230		109,230	Ordered Nov, 2 of 3 Delivered	
<b>Total Plant &amp; Equipment</b>	<b>221,200</b>	<b>266,230</b>	<b>-</b>	<b>266,230</b>		
<b>Total Renewal Capital</b>	<b>2,997,789</b>	<b>3,973,676</b>	<b>2,896,671</b>	<b>1,077,005</b>		
<b>Total Capital Works</b>	<b>3,350,462</b>	<b>8,276,246</b>	<b>6,983,016</b>	<b>1,293,230</b>		



## PROFIT AND LOSS – CORPORATE SERVICES

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	7,085,273	7,037,408	47,865	1%	7,037,408	
Statutory Charges	92,986	52,498	40,488	77%	70,000	
Grants	80,590	96,834	(16,244)	-17%	255,990	
Interest & Investment Revenue	118,445	7,364	111,081	1508%	15,200	1
Other Revenue	270,771	293,034	(22,263)	-8%	303,000	
Net Gain/Loss Assets - Gross sales revenue of asset	0	0	0	0%	0	
<b>Total Trading Income</b>	<b>7,648,066</b>	<b>7,487,138</b>	<b>160,928</b>	<b>2%</b>	<b>7,681,598</b>	
<b>Gross Profit</b>	<b>7,648,066</b>	<b>7,487,138</b>	<b>160,928</b>	<b>2%</b>	<b>7,681,598</b>	
<b>Capital Grants</b>						
Grants Commonw ealth Capital - Other	200,000	200,000	0	0%	200,000	
<b>Total Capital Grants</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0%</b>	<b>200,000</b>	
<b>Operating Expenses</b>						
Employee Costs	506,127	551,634	(45,507)	-8%	729,400	
Materials & Services	1,268,157	1,306,778	(38,621)	-3%	1,705,222	
Depreciation	39,928	47,412	(7,484)	-16%	63,213	
Interest	(2,210)	150	(2,360)	-1574%	5,000	
Other Expenses	33,183	30,000	3,183	11%	65,000	
<b>Total Operating Expenses</b>	<b>1,845,184</b>	<b>1,935,974</b>	<b>(90,790)</b>	<b>-5%</b>	<b>2,567,835</b>	
<b>Net Profit</b>	<b>5,802,882</b>	<b>5,551,164</b>	<b>251,718</b>	<b>5%</b>	<b>5,113,763</b>	

#### Notes

1. Interest and investment revenue is up \$111k on budget YTD due to the receipt of an interim TasWater dividend payment.



## PROFIT AND LOSS – DEVELOPMENT

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	438,359	292,932	145,427	50%	376,549	1
User Charges	11,941	0	11,941	0%	0	
Contributions	101,860	22,747	79,113	348%	30,000	2
Other Revenue	1,068	50	1,018	2036%	50	
Net Gain/Loss Assets - Gross sales revenue of asset	5,545	0	5,545	0%	0	
<b>Total Trading Income</b>	<b>558,773</b>	<b>315,729</b>	<b>243,044</b>	<b>77%</b>	<b>406,599</b>	
<b>Gross Profit</b>	<b>558,773</b>	<b>315,729</b>	<b>243,044</b>	<b>77%</b>	<b>406,599</b>	
<b>Operating Expenses</b>						
Employee Costs	467,586	506,025	(38,439)	-8%	675,500	3
Materials & Services	558,216	439,230	118,986	27%	586,800	
Depreciation	16,843	12,447	4,396	35%	16,600	
Interest	1,059	0	1,059	0%	1,000	
<b>Total Operating Expenses</b>	<b>1,043,704</b>	<b>957,702</b>	<b>86,002</b>	<b>9%</b>	<b>1,279,900</b>	
<b>Net Profit</b>	<b>(484,931)</b>	<b>(641,973)</b>	<b>157,042</b>	<b>-24%</b>	<b>(873,301)</b>	

#### Notes

1. Statutory charges are up \$145k on budget YTD due to a higher level of development applications than expected.
2. Contribution are up \$79k on budget YTD due to a higher level of development applications than expected.
3. Materials and services are up \$119k on budget YTD due to a higher level of contract planners to cover staff vacancies earlier in the year and to assist with the higher level of development applications, the LPS and other planning matters. The use of contract planners has now decreased significantly.



## PROFIT AND LOSS – COMMUNITY DEVELOPMENT

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	407	0	407	0%	0	
Grants	1,000	0	1,000	0%	0	
Interest & Investment Revenue	596	1,989	(1,393)	-70%	2,650	
Other Revenue	31,035	30,822	213	1%	41,705	
<b>Total Trading Income</b>	<b>33,038</b>	<b>32,811</b>	<b>227</b>	<b>1%</b>	<b>44,355</b>	
<b>Gross Profit</b>	<b>33,038</b>	<b>32,811</b>	<b>227</b>	<b>1%</b>	<b>44,355</b>	
<b>Operating Expenses</b>						
Employee Costs	136,178	123,948	12,230	10%	165,265	
Materials & Services	42,631	97,953	(55,322)	-56%	126,851	1
Depreciation	8,868	22,500	(13,632)	-61%	30,000	
<b>Total Operating Expenses</b>	<b>187,676</b>	<b>244,401</b>	<b>(56,725)</b>	<b>-23%</b>	<b>322,116</b>	
<b>Net Profit</b>	<b>(154,638)</b>	<b>(211,590)</b>	<b>56,952</b>	<b>-27%</b>	<b>(277,761)</b>	

#### Notes

1. Materials and services are down \$55k on budget YTD due to a number of events, programs and projects being delayed due to COVID restrictions.



## PROFIT AND LOSS – BUILDINGS & FACILITIES

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Grants	7,000	0	7,000	0%	0	
Other Revenue	28,160	16,740	11,420	68%	22,320	
<b>Total Trading Income</b>	<b>35,160</b>	<b>16,740</b>	<b>18,420</b>	<b>110%</b>	<b>22,320</b>	
<b>Gross Profit</b>	<b>35,160</b>	<b>16,740</b>	<b>18,420</b>	<b>110%</b>	<b>22,320</b>	
<b>Capital Grants</b>						
Grants State Capital - Other	50,000	100,000	(50,000)	-50%	100,000	1
<b>Total Capital Grants</b>	<b>50,000</b>	<b>100,000</b>	<b>(50,000)</b>	<b>-50%</b>	<b>100,000</b>	
<b>Operating Expenses</b>						
Employee Costs	41,790	54,050	(12,260)	-23%	72,400	
Materials & Services	138,220	184,603	(46,383)	-25%	245,481	
Depreciation	247,090	161,253	85,837	53%	215,000	2
Interest	1,059	846	213	25%	1,128	
<b>Total Operating Expenses</b>	<b>428,159</b>	<b>400,752</b>	<b>27,407</b>	<b>7%</b>	<b>534,009</b>	
<b>Net Profit</b>	<b>(392,999)</b>	<b>(384,012)</b>	<b>(8,987)</b>	<b>2%</b>	<b>(511,689)</b>	

#### Notes

1. State Capital Grants is down \$50k on budget YTD. 50% of the grants for the Saltworks Jetty project has been received the balance paid on completion of works.
2. Depreciation is \$85k up on budget YTD based on actual depreciation for buildings and higher actual depreciation in the prior financial year.



## PROFIT AND LOSS – MARINA & WHARF

Glamorgan Spring Bay Council  
For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
<b>Trading Income</b>					
User Charges	277,497	338,750	(61,253)	-18%	363,700
<b>Total Trading Income</b>	<b>277,497</b>	<b>338,750</b>	<b>(61,253)</b>	<b>-18%</b>	<b>363,700</b>
<b>Gross Profit</b>	<b>277,497</b>	<b>338,750</b>	<b>(61,253)</b>	<b>-18%</b>	<b>363,700</b>
<b>Operating Expenses</b>					
Employee Costs	25,203	22,500	2,703	12%	30,000
Materials & Services	59,719	84,367	(24,648)	-29%	107,150
Depreciation	102,516	76,644	25,872	34%	102,188
Interest	40,261	65,367	(25,106)	-38%	87,150
<b>Total Operating Expenses</b>	<b>227,699</b>	<b>248,878</b>	<b>(21,179)</b>	<b>-9%</b>	<b>326,488</b>
<b>Net Profit</b>	<b>49,798</b>	<b>89,872</b>	<b>(40,074)</b>	<b>-45%</b>	<b>37,212</b>



## PROFIT AND LOSS – NRM

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
User Charges	14,864	0	14,864	0%	0	1
Grants	293,220	174,000	119,220	69%	174,000	
Other Revenue	3,535	0	3,535	0%	0	
Net Gain/Loss Assets - Gross sales revenue of asset	50	0	50	0%	0	
<b>Total Trading Income</b>	<b>311,669</b>	<b>174,000</b>	<b>137,669</b>	<b>79%</b>	<b>174,000</b>	
<b>Gross Profit</b>	<b>311,669</b>	<b>174,000</b>	<b>137,669</b>	<b>79%</b>	<b>174,000</b>	
<b>Operating Expenses</b>						
Employee Costs	167,219	130,641	36,578	28%	130,641	2
Materials & Services	72,566	209,250	(136,684)	-65%	279,000	
Depreciation	6,255	0	6,255	0%	0	
<b>Total Operating Expenses</b>	<b>246,040</b>	<b>339,891</b>	<b>(93,851)</b>	<b>-28%</b>	<b>409,641</b>	
<b>Net Profit</b>	<b>65,629</b>	<b>(165,891)</b>	<b>231,520</b>	<b>-140%</b>	<b>(235,641)</b>	

### Notes

1. Grants revenue is up \$119k on budget YTD primarily due to the recognition of unspent grant revenue carried forward from the prior financial year.
2. Materials and services are down \$137k on budget YTD in relation to timing of payments and progress on grant funded projects.





## PROFIT AND LOSS – ANIMAL CONTROL

### Glamorgan Spring Bay Council For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
<b>Trading Income</b>					
Statutory Charges	1,980	750	1,230	164%	2,000
User Charges	10,959	13,400	(2,441)	-18%	13,500
<b>Total Trading Income</b>	<b>12,939</b>	<b>14,150</b>	<b>(1,211)</b>	<b>-9%</b>	<b>15,500</b>
<b>Gross Profit</b>	<b>12,939</b>	<b>14,150</b>	<b>(1,211)</b>	<b>-9%</b>	<b>15,500</b>
<b>Operating Expenses</b>					
Employee Costs	14,954	41,276	(26,322)	-64%	55,270
Materials & Services	21,591	12,563	9,028	72%	16,510
Depreciation	6,306	11,997	(5,691)	-47%	16,000
<b>Total Operating Expenses</b>	<b>42,851</b>	<b>65,836</b>	<b>(22,985)</b>	<b>-35%</b>	<b>87,780</b>
<b>Net Profit</b>	<b>(29,912)</b>	<b>(51,686)</b>	<b>21,774</b>	<b>-42%</b>	<b>(72,280)</b>



## PROFIT AND LOSS – MEDICAL CENTRES

Glamorgan Spring Bay Council  
For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	542,130	535,500	6,630	1%	535,500	
Other Revenue	868,644	745,000	123,644	17%	1,000,000	1
<b>Total Trading Income</b>	<b>1,410,773</b>	<b>1,280,500</b>	<b>130,273</b>	<b>10%</b>	<b>1,535,500</b>	
<b>Gross Profit</b>	<b>1,410,773</b>	<b>1,280,500</b>	<b>130,273</b>	<b>10%</b>	<b>1,535,500</b>	
<b>Operating Expenses</b>						
Employee Costs	374,377	436,142	(61,765)	-14%	581,750	2
Materials & Services	856,611	635,493	221,118	35%	851,005	3
Depreciation	40,406	68,247	(27,841)	-41%	91,000	
Interest	874	972	(98)	-10%	1,300	
Net Gain/Loss Assets - W.D.V. of asset sold	(16,818)	0	(16,818)	0%	0	
<b>Total Operating Expenses</b>	<b>1,255,451</b>	<b>1,140,854</b>	<b>114,597</b>	<b>10%</b>	<b>1,525,055</b>	
<b>Net Profit</b>	<b>155,322</b>	<b>139,646</b>	<b>15,676</b>	<b>11%</b>	<b>10,445</b>	

### Notes

1. Other revenue is up \$124k on budget YTD due to a higher level of medical income than expected.
2. Employee costs are down \$62 on budget YTD due to the resignation of the Bicheno Doctor.
3. Materials and services are up \$221k on budget YTD primarily due to the increased use of locum Doctors, which is being largely offset by savings in employee costs and increased medical income.



## PROFIT AND LOSS – VISITOR INFORMATION CENTRES

Glamorgan Spring Bay Council  
For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
<b>Trading Income</b>					
User Charges	19,884	0	19,884	0%	0
Other Revenue	12,909	0	12,909	0%	0
<b>Total Trading Income</b>	<b>32,793</b>	<b>0</b>	<b>32,793</b>	<b>0%</b>	<b>0</b>
<b>Gross Profit</b>	<b>32,793</b>	<b>0</b>	<b>32,793</b>	<b>0%</b>	<b>0</b>
<b>Operating Expenses</b>					
Employee Costs	115,481	163,000	(47,519)	-29%	163,000
Materials & Services	37,584	38,367	(783)	-2%	38,367
Depreciation	0	4,025	(4,025)	-100%	4,025
Other Expenses	1,459	0	1,459	0%	0
<b>Total Operating Expenses</b>	<b>154,524</b>	<b>205,392</b>	<b>(50,868)</b>	<b>-25%</b>	<b>205,392</b>
<b>Net Profit</b>	<b>(121,731)</b>	<b>(205,392)</b>	<b>83,661</b>	<b>-41%</b>	<b>(205,392)</b>



## PROFIT AND LOSS – TOURISM & ECONOMIC DEVELOPMENT

Glamorgan Spring Bay Council  
For the month ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
<b>Gross Profit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>
<b>Operating Expenses</b>					
Materials & Services	65,000	82,500	(17,500)	-21%	110,000
<b>Total Operating Expenses</b>	<b>65,000</b>	<b>82,500</b>	<b>(17,500)</b>	<b>-21%</b>	<b>110,000</b>
<b>Net Profit</b>	<b>(65,000)</b>	<b>(82,500)</b>	<b>17,500</b>	<b>-21%</b>	<b>(110,000)</b>



# PROFIT AND LOSS – PROSSER PLAINS RAW WATER SCHEME

Glamorgan Spring Bay Council  
For the 9 months ended 31 March 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
<b>Trading Income</b>					
User Charges	68,254	0	68,254	0%	193,500
Other Revenue	0	131,553	(131,553)	-100%	131,553
<b>Total Trading Income</b>	<b>68,254</b>	<b>131,553</b>	<b>(63,299)</b>	<b>-48%</b>	<b>325,053</b>
<b>Gross Profit</b>	<b>68,254</b>	<b>131,553</b>	<b>(63,299)</b>	<b>-48%</b>	<b>325,053</b>
<b>Other Income</b>					
Other Income - PPRWS Reimbursement of Principal Loan	0	0	0	0%	99,690
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>99,690</b>
<b>Capital Grants</b>					
Grants Commonwealth Capital - Other	240,000	0	240,000	0%	50,000
<b>Total Capital Grants</b>	<b>240,000</b>	<b>0</b>	<b>240,000</b>	<b>0%</b>	<b>50,000</b>
<b>Operating Expenses</b>					
Materials & Services	29,951	40,131	(10,180)	-25%	53,500
Depreciation	80,459	105,003	(24,544)	-23%	140,000
Interest	25,901	85,910	(60,009)	-70%	131,553
<b>Total Operating Expenses</b>	<b>136,311</b>	<b>231,044</b>	<b>(94,733)</b>	<b>-41%</b>	<b>325,053</b>
<b>Net Profit</b>	<b>(68,058)</b>	<b>(99,491)</b>	<b>31,433</b>	<b>-32%</b>	<b>99,690</b>



## COUNCIL MOTION TRACKING DOCUMENT AS AT 31 MARCH 2020

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
26 Mar 2019	7.3	66/19	Renaming of Esplanades	DPD	Council to consult with affected residents.	Complete – Nomenclature Board advised there was no requirement to rename the Esplanades.
30 Apr 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In progress.  Policy to be developed and workshopped.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report.	In progress.
16 Oct 2019	2.6	180/19	Dog Management Policy	DPD	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.	Work has commenced on the review of the Dog Management Policy. A draft will be workshopped with Council before going out to Community Consultation mid 2021.
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.	MAST to address structure issues since recent flooding/storm events. Waiting on further response from Crown Land Services.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	GM	Council endorses placing the Prosser River Mouth Master Plan Advisory Group Section 24 Committees proposed plan in relation to the Orford Spit, lagoon and nearby recreational beach area out for public consultation by 10 January 2020 until 7 February 2020. Following consultation Council will consider	Council is working with key stakeholders, Parks & Wildlife, MAST and State Growth to finalise leases for the Prosser River Mouth area once the leases are determined a Master Plan will be



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					feedback and make a decision at an Ordinary Meeting of Council.	consulted on and developed.
28 Jan 2020	7.3	21/20	Position of the (second) 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.	Location to be determined.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	DPD	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.	Work has commenced on the review of the Dog Management Policy. A draft will be workshopped with Council before going out to Community Consultation mid 2021.
28 Jan 2020	8.1	30/20	Notice of Motion – Triabunna District School – School Crossing	DWI & 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 Council take steps to immediately rectify the deficiency to ensure the safety of students at Triabunna District School.	Under early investigation. Sate Growth not involved with crossings on Council roads – officers to review standards.
25 Feb 2020	6.2	46/20	Statement of Expectations Committee – Adviser's Reports	GM	That: 2. The Council requests the General Manager to provide a report detailing how the recommendations will be addressed, funded and prioritised with this report being presented to Council at its March 2020 Ordinary Council Meeting.	Statement of Expectations Committee disbanded at December Ordinary Council Meeting (Dec. 380/20)



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
25 Feb 2020	6.4	48/20	Triabunna Recreation Ground Section 24 Minutes - 2 October 2019	DPD	That: 1. The Triabunna Recreation S24 Committee meeting minutes be received and noted. 2. The committee be advised that under Council's kerbside Vendor Policy there is no need to obtain approval from the S24 committee. 3. Council are provided with a copy of the landscape plans and the Council recommendation referred to in the minutes at dot point 3 under New Business.	Work has commenced on the review of the policy. Initial works have included discussions with Parks & Wildlife around licences etc on Crown Land. Estimated completion date August 2021.
25 Feb 2020	7.3	51/20	Sale of Public Land, 2A Davidson Place, Triabunna	DPD	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.	Complete see item on July 2020.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	DPD / EHO	That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until:  1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager.  2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest.	Work has commenced on the review of the policy. Initial works have included discussions with Parks & Wildlife around licences etc on Crown Land. Estimated completion date August 2021. Once this work has completed the actions required in resolution





Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					3. A risk assessment is carried out in respect to pedestrian/user safety.	2 & 3 can be undertaken.
24 Mar 2020	7.7	86/20	Water Management Plan for the Swan River	MNRM	That the matter of a request to the Minister for funding and resources to develop and implement a water management plan for the Swan, Apsley and Prosser Rivers, a review of the Little Swanport Water Management Plan 2006, metering, monitoring and enforcement on all irrigation license offtakes on all east coast waterways being progressed, is deferred to a workshop for a thorough briefing including the presentation of a report on these matters and Council's involvement there in.	This was deferred due to the preparation on the submission to DPIPWE on the Rural Water Use Strategy Position Paper.
24 Mar 2020	7.8	87/20	Dog Exercise area in Buckland	MBMI	That Council agree with the following terms put forward by the Buckland Cricket Club, so Council can construct the dog exercise areas in Buckland:  Council maintains the dog exercise areas. Council provides appropriate insurance cover. Council constructs the exercise areas within the prescribed area of 48m x 50m. Council constructs the additional fence as requested. Council pays the equivalent to the Buckland Cricket Club of their GSBC annual rates and charges. Council prepares a lease for signature by both parties.	Complete.  A lease agreement as per Council decision has been prepared by Council staff.
24 Mar 2020	7.10	89/20	Late Agenda Report - Delivery of Land Transport Infrastructure Projects on Local Roads	DWI	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:	In progress. Kit Own Creek Bridge work complete. Saggy Creek Bridge work complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<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> <li>3. Stage 3 – waterfront drive (Charles Street) – Triabunna Tomorrow Streetscape Concept - \$589,000; and</li> <li>4. Renewal of Bridge deck – Saggy Creek Bridge - \$32,500; and</li> <li>5. Renewal of Bridge deck – Kit Own Creek Bridge - \$28,600.</li> </ol>	Streetscape detailed design for Vicary at RSL underway.
24 March 2020	8.1	90/20	Notice of Motion – Clr Annie Browning	AGM	<p>That on behalf of Council, the Mayor writes to Dr Naidoo:</p> <ol style="list-style-type: none"> <li>a. thanking him for his thirty years' service to the community; and</li> <li>b. confirms Council's commitment to sourcing more Doctors as required to dover the additional patient load during his break; and</li> <li>c. advises that Council looks forward to his return from leave and him joining with East Coast Health in Triabunna and practicing under that community owned entity.</li> </ol>	Complete – please note that (b) was not complete due to Dr Naidoo cancelling his leave.
24 Mar 2020	8.2	91/20	Notice of Motion – Clr Annie Browning	DWI & WS	<ol style="list-style-type: none"> <li>1. That Council endorse the placement of a memorial seat as requested by Mrs Dalla-Vacchia on the Esplanade at Swansea; and</li> <li>2. Mrs Dalla_Vacchia is invoiced for all works associated with the memorial seat; and</li> <li>3. The Works Supervisor liaises with Clr Browning in relation to the location and style of the seat including the</li> </ol>	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					plaque wording and that these works are completed as a matter of urgency.	
26 May 2020	7.12	185/20	Application for Grant Funding – Roads and Bridges	DWI	<p>That Council authorise the Acting General Manager to:</p> <ol style="list-style-type: none"> <li>1. Submit an application for funding as follows: <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> </li> <li>2. Execute any forthcoming grant deeds in line with applications for funding in this Agenda item 7.12 of the 26 May 2020 Agenda.</li> </ol>	<p>In progress.</p> <p>Application submitted and Council notified in January 2021 that the application was unsuccessful.</p> <p>Completed December 2020.</p> <p>In progress.</p>
26 May 2020	7.13	186/20	Rain Storm – Flooding, Responsibilities and Actions	DWI	<ol style="list-style-type: none"> <li>1. That the Glamorgan Spring Bay Council provide/acquire funds to a value of up to \$500,000 to: <ol 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 of key causes of the flooding and solutions (or where the technical solution not immediately obvious then identification of further analysis</li> </ol> </li> </ol>	<p>In progress.</p> <p>Affected residents advised of Council's decision via correspondence.</p> <p>Respective engagement made.</p> <p>Residents contacted by consultant engineer and areas and extent of inundation identified.</p> <p>Flood maps being developed and</p>



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>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 government stormwater management, be engaged.</p>	solutions being devised for review. Additional projects approved by council to progress the plans.
26 May 2020	7.15	188/20	Councillor Allowances	GM SFO	Elected Members of the Glamorgan Spring Bay Council do not wish to take the automatic increase to the Councillor Allowances for the Mayor, Deputy Mayor and Councillors on the 1 November 2020 for the 2020/2021 period.	In place.
26 May 2020	7.16	189/20	Corporate Calendar	ALL	That Council receives and notes the Corporate Calendar as attached to this report.	Ongoing. Progress report to be provided in the Information Briefing Document.
26 May 2020	7.17	190/20	Buckland Walk Trail	DWI	That item 7.17 Buckland Walk Trail be deferred until further information from a	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					qualified Engineer is obtained in regards to the Buckland Walk Trail.	
23 June 2020	7.1	210/20	The funding and prioritising of Projects in the Coming Year and the Need for Long Term Financial and Asset Planning to inform Decision Making	GM	That Council for the next financial year at least, in general only fund: <ul style="list-style-type: none"> <li>- Asset renewal projects;</li> <li>- Asset upgrades and new assets that address community safety needs; and</li> <li>- That this position be reviewed in 12 months' time.</li> </ul>	Ongoing.
23 June 2020	7.3	212/20	Budget 2020/2021	GM	That by absolute majority, Council endorse the 2020/2021 Budget Estimates as attached to Agenda item 7.3 of the Ordinary Meeting of Council 23 June 2020.  That the operational budget be reviewed no later than the ordinary council meeting September 2020.	In progress.  To be reviewed.
23 June 2020	7.13	222/20	Bicheno Skateboard Park (Crown Land, Tasman Hwy, Bicheno)	DWI	That Council lays the project on the table for reconsideration pending the completion of the Glamorgan Spring Bay Council Long Term Financial Plan and the Long Term Asset Management Plan.	Further discussion required in regards to Skateboard Park location.
28 July 2020	7.2	256/20	Transfer of Land to Centacare Evolve Housing	DPD /GM	In accordance with <i>s.177 of the Local Government Act 1993</i> , that Council by absolute majority authorise the Acting General Manager, to develop a contract to transfer lots 62-72/55156 and 98/55156 to Centacare Evolve Housing for a proposed unit development in return for development of lots 25-28/55156 into fully serviced (power, water and sewer) lots with road access in Spencer St formed to a standard acceptable by Council's engineer, from the Boyle Street	Transfer of Land Approved at July OCM. Contract of Sale being drawn up.  Development and Building Applications in progress.  Once complete transfers will occur



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					intersection past the access to lot 28. With a condition that the transfer of ownership being subject to the Development Application for the community housing units being approved.	
25 Aug 2020	7.3	301/20	Tasmanian Weed Action Fund Project for Drought Effectuated Farmers	DWI	That Council endorse the attached Grant Guidelines & Eligibility document and (draft) Grant Application Form, and the technical committee together with the NRM team to commence roll out of the project in September 2020.	The project has commenced with the first round of projects approved and in train. Additional projects will involve a targeted approach.
22 Sep 2020	7.2	320/20	Road Names	DPD	That Council:  1) Agrees to the approach recommended by Aboriginal Heritage Tasmania of referring requests for place or road names as they are required. Agrees to request a list of names pertaining to the un-named road off Strip Road Little Swanport from Aboriginal Heritage Tasmania for consideration at a subsequent Council meeting.	Awaiting response from Aboriginal Heritage.
24 Nov 2020	8.1	365/20	Notice of Motion – Clr Michael Symons	MB & MI	That Council:  a) Approve in principle the request by Marine and Safety Tasmania to extend each jetty at the Bicheno boat ramp as per item 7.11 on the 23 June 2020 Meeting and for these works to proceed; and  b) Agrees to lodge and cover the costs for the Planning application to extend the jetties.	Complete



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
19 Jan 2021	7.1	07/21	Asset Management Plan – Hydraulic Infrastructure	EO	That Council adopt the Asset Management Plan – Hydraulic Infrastructure and recognise this as a key document in achieving sustainable management of Council's assets. Once adopted the plan will be published on Council's website.	Complete
19 Jan 2021	7.2	08/21	Related Party Disclosure Policy	EO	That Council adopt the Related Party Disclosures Policy as attached to this report effective 19 January 2021	Complete
23 Feb 2021	7.1	21/21	Proposed name for new subdivision road at 39 Rheban Road, Orford	DPD	That the road authority approves the name 'Integrity Way' for the new subdivision road at 39 Rheban Road Orford	Complete
23 Feb 2021	7.2	22/21	Buckland Walking Trail	DWI	<p>a) That the works that have been undertaken for Stage 1 of the Buckland Walking Trail be abandoned and the related land vegetation and flora be reinstated as near as practicable to its original condition.</p> <p>b) That a future walking trail at Buckland be considered in the context of a local precinct plan or an overall municipal strategic plan.</p>	Scope of works being developed for reinstatement.
23 Feb 2021	7.4	24/21	Asset Management Plan – Coastal Infrastructure	EO	That Council adopt the Asset Management Plan – Coastal Infrastructure and recognise this as a key document in achieving sustainable management of Council's assets. Once adopted the plan will be published on Council's website.	Complete



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
23 Feb 2021	7.5	25/21	Public Open Space Contribution Policy	DPD	That Council adopt the Public Open Space Contribution Policy as attached to this report effective 23 February 2021	Complete
23 Feb 2021	7.6	26/21	Late Report Item - Appointment of Emergency Management Coordinator	DWI	<p>1. Nominate Mr Peter Porch as the Municipal Emergency Management Coordinator, with his name to be forwarded to the Minister for Police and Emergency Management via the State Emergency Management Controller as per section 23(1) of the Emergency Management Act 2006.</p> <p>2. Nominate Mr Darren Smith as the Deputy Municipal Emergency Management Coordinator, with his name to be forwarded to the Minister for Police and Emergency Management via the State Emergency Management Controller as per section 23(1) of the Emergency Management Act 2006.</p> <p>3. Recommends the appointments be for a period of three years as per section 23(4) of the Emergency Management Act 2006.</p>	Complete
23 Feb 2021	7.8	28/21	Late Report Item - Replacement of Fleet Vehicle	GM	That Council approves the purchase of one dual cab 4x4 mid-range utility through a capital budget variation of \$50,000 and a net profit on sale of assets budget variation of \$30,000.	Complete
23 Mar 2021	8.3	40/21	Asset Management Plan – Parks & Recreation	EO	That Council adopt the Asset Management Plan – Parks & Recreation and recognise this as a key document in achieving sustainable management of	Complete





Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Council's assets. Once adopted the plan will be published on Council's website.	
23 Mar 2021	8.4	41/21	Swansea Seaweed Odour Grant Project	GM	That Council acquits and returns the unexpended balance of the seaweed grant fund of \$46,815.	In progress
23 Mar 2021	8.5	42/21	Local Government Association of Tasmania - 2021 General Management Committee Election	GM	That Council endorses the nomination of Cllr Cheryl Arnol for the Local Government Association of Tasmania -2021 General Management Committee election.	Complete
23 Mar 2021	8.6	43/21	Long Term Financial Management Plan 2021-2031	GM	That Council adopt the Glamorgan Spring Bay Council Long Term Financial Plan 2021-2031 as attached.	Complete
23 Mar 2021	8.7	44/21	Late Report Item - Integrity Commission Report Weld (MM17/0159)	GM	That Council does not authorise the public release of the Integrity Commission Investigation WELD MM17/0159 Report and,  That Council releases the Integrity Commission Board determination only.	Complete

#### LEGEND:

GM = General Manager	AGM = Acting General Manager
DWI = Director Works & Infrastructure	DPD = Director Planning & Development
MB&MI = Manager Building & Marine	WM = Works Manager
EO = Executive Officer	EM&R = Emergency Management & Risk Project Officer
SFO = Senior Finance Officer	EMDS = Executive Manager - Development Services
MCD = Manager Community Development	MNR = Manager Natural Resources





# Action Performance And Timeframe Report - Standard

Glamorgan Spring Bay Council

camms**strategy**

Print Date: 20-Apr-2021

#### Applied Filters

Date Select: 01-Jan-2021 - 31-Mar-2021


Hierarchy: ORG Hierarchy






Hierarchy Level: Organisational

Hierarchy Node: Organisation

Action Filter: All

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.1.1.1 AP202021.105 Commence Swansea Main Street Upgrade.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Design Commenced.
1.1.1.1 Conduct Camms.Strategy training workshop	Jack Flynn - Product Consultant	11-02-2021	12-02-2021	100	 GREEN	
1.1.2.1 AP202021.12 - Fees & Charges Register Reviewed and Updated for 2021/22	Marissa Walters - Contract Accountant	01-01-2021	30-06-2021	40	 AMBER	Commenced with Managers for review and feedback.
1.1.4.1 AP202021.01 Budget review completed for 2020/21	Marissa Walters - Contract Accountant	01-01-2021	30-06-2021	100	 GREEN	A review of the financials after September and again in December indicated that a formal budget review was not required for this financial year.
1.1.4.1 AP202021.24 - Review Operational Activities & Structure	Greg Ingham - General Manager	30-10-2020	30-06-2021			Review and 2021/2022 Annual Plan Budgets have commenced.

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.1.4.3 AP202021.03 - Records Management System implementation project completed	Jennifer Roya - Senior Finance Officer	29-10-2020	30-06-2021	95	 GREEN	Records Management system is up and running with most employees using the New System. Our Records Officer is still tweaking the system to ensure it is user friendly for staff and has recently added Libraries to add structure for those who were missing the folder system. Beyond IT has spoken with the GM to look at upgrading the licences so that the system will run smoothly and be protected and regulated by the latest licences which will update automatically. This will be looked at for next years budget. A Sharepoint specialist has been working with the Records Officer as well as liaising with our IT provider to ensure everything is coordinated and technically sound. Training has been provided one on one by the Records Officer however organised training will be rolled out as soon as a decision is made on the licences so that everyone has the same level of capability with the software. The next step after that is to move out records from the old system and purge any records that are duplicated or no longer required by legislation. The basic system should be completed by 30/06/2021 but will always be improving.














Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.1.4.4 AP202021.09 - Implement new Payroll System	Jennifer Roya - Senior Finance Officer	01-07-2020	30-06-2021	100	 GREEN	After a great deal of effort put forth to change the payroll system it was decided that the new payroll system, while it would solve 1 of the issues raised by the Audit Office, it would create other more serious issues. The manual loading of a huge spreadsheet for each payrun appeared to pose a significant risk for error. It was decided to stay with the existing payroll system and use some 'work around' to mitigate any concerns. We have been liaising with the Audit Panel to come up with a solution and the Corporate Services Team have met to discuss how to handle this better.
1.1.4.5 AP202021.10 Develop budget for 2021/22	Marissa Walters - Contract Accountant	01-01-2021	30-06-2021	25	 RED	Commenced
1.1.4.6 AP202021.11 - Rates resolution reviewed and updated for 2021/22	Marissa Walters - Contract Accountant	01-01-2021	30-06-2021	50	 GREEN	Rate modelling and review is currently underway. A workshop was held with elected members in April.
1.1.5.1 AP202021.57 Economic Development Plan Commenced	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	0	 RED	
1.2.1.1 AP202021.29 Facilitate Seniors' Week Events with emphasis on zero waste, in collaboration with NRM Sustainability Officer.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	100	 GREEN	Seniors Week events held.









Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.2.1.2 AP202021.30 Develop and implement programs that promote community health & wellbeing.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Dementia friendly Bicheno event completed in November 2020. Reclink Football for regional schools scheduled between May and September 2021. Festival of Voices Tasmanian Sings planned for July 2021.
1.2.1.3 AP202021.34 Submit entries for our towns in the Keep Australia Beautiful Tasmania Sustainable Communities Awards in collaboration with NRM Sustainability Officer.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	100	 GREEN	Complete. Attend Kindness Awards Ceremony at Cradle Mountain in November 2020.
1.2.1.4 AP202021.35 Support May Shaw Health Centre Inc. by organising some entertainment events for residents at various times throughout the year.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Easter eggs provided to May Shaw Health Centre Residents.
1.2.1.5 AP202021.36 Organise various events for seniors, including bus trips, concerts, live theatre, choral events, cooking classes, etc. (subject to COVID-19 restrictions).	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Seniors trip to Woodsdale Trip held in February 2021.
1.2.1.6 AP202021.37 Support second-year UTAS medical students during their annual visit to Triabunna for Rural Week.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	25	 GREEN	Waiting on advice from UTAS
1.2.1.7 AP202021.38 Youth Activities - Support Reclink Football Program.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing.
1.2.1.8 AP202021.40 Support our local schools in attending the annual Youth Leadership Conference in Huonville.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	100	 GREEN	Schools attended in March 2021.
1.2.1.9 AP202021.41 Support the Glamorgan Spring Bay Youth Council.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.1.10 AP202021.42 Organise Youth Week Activities.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Depending on COVID-19 restrictions.

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.2.2.1 AP202021.31 Hold Seniors Morning/Afternoon tea sessions with guest speakers addressing mental health issues.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.2.2 AP202021.52 Community Small Grants Program reviewed.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.6.1 AP202021.25 Australia Day Awards & Celebrations	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	1	 RED	Cancelled, no nominations received.
1.2.6.2 AP202021.26 Manage the Australian Citizenship Ceremonies and provide support to the Mayor.	Director of Corporate & Community - Director of Corporate & Community	01-06-2020	30-06-2021			Ongoing
1.2.6.3 AP202021.27 Manage the Spring Bay Eldercare Units in Triabunna	Director of Corporate & Community - Director of Corporate & Community	01-06-2020	30-06-2021			Ongoing
1.2.6.4 AP202021.28 Manage Small Grants Program	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.6.5 AP202021.32 Work in partnership with Festival of Voices to organise the annual Festival of Voices Coastal event at the Tasmanian Bushland Garden (subject to COVID-19 restrictions).	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	50	 GREEN	In progress.
1.2.6.6 AP202021.33 Support Festival of Small Halls (subject to COVID-19 restrictions).	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	1	 RED	Deferred due to COVID-19 restrictions.
1.2.6.7 AP202021.43 Coordinate Annual Photography Competition.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.6.8 AP202021.44 Produce and distribute 2021 calendar.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	100	 GREEN	Complete.

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.2.6.9 AP202021.45 Facilitate at least one major Community Event during the year (subject to and in line with COVID restrictions).	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.7.1 AP202021.46 SeaSpeak newsletter published annually distributed with rates notices. Quarterly SeaSpeak distributed via email, local businesses and post offices.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing
1.2.7.1 AP202021.47 Hold regular community connect sessions throughout the municipality.	Greg Ingham - General Manager	11-11-2020	30-06-2021	10	 RED	Has been on hold due to COVID-19 restrictions. Intention to recommence Community Connect Sessions at various municipal locations by July 2021.
1.3.2.1 AP202021.60 Define organisational values & behaviours	Greg Ingham - General Manager	01-07-2020	30-06-2021	0	 RED	Not yet commenced. Awaiting recruitment and appointment of Director's.
1.3.4.1 AP202021.07 - Cyber Security - Training for Key Users	Adrian O'Leary - Manager Building & Marine Infrastructure	29-10-2020	30-06-2021	50	 GREEN	Ongoing
1.3.5.1 AP202021.59 Enterprise Agreement negotiated.	Greg Ingham - General Manager	01-07-2020	30-06-2021	40	 GREEN	In progress, assessment templates developed and endorsed. Outdoor workforce Performance Appraisal's to start in May 2021.
1.3.6.1 AP202021.58 Annual staff engagement survey developed and completed.	Greg Ingham - General Manager	01-07-2020	30-06-2021	5	 GREEN	Intention to carry out a staff engagement survey in 2021.
1.4.1.1 AP202021.67 Road condition assessments completed.	Peter Porph - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	Completed.
1.4.1.1 AP202021.72 Condition assessment of Playground equipment.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.1.2 AP202021.68 Audit of critical assets completed.	Peter Porph - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Commenced, Buildings completed.






Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.1.2 AP202021.73 Condition assessment of Buildings.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.1.3 AP202021.69 Long Term Asset Management Plan	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	90	 GREEN	Asset Management Plans under development.
1.4.1.3 AP202021.74 Condition assessment of Marine Infrastructure.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.1.4 AP202021.70 Asset Management Strategy	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	71	 GREEN	Strategic Asset Management Plan in development.
1.4.1.4 AP202021.75 Asbestos register.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	29	 GREEN	The Contractor has been engaged, waiting on all inspections to be done & reports submitted to Council
1.4.1.5 AP202021.71 Asset Management Policy	Peter Porch - Director Works & Infrastructure	12-11-2020	30-06-2021	100	 GREEN	Completed. Adopted by Council October 2020.
1.4.2.1 AP202021.103 Nugent Rd Seal complete - Roads to Recovery project.	Peter Porch - Director Works & Infrastructure	12-11-2020	30-06-2021	100	 GREEN	Due for sealing in November.
1.4.2.2 AP202021.104 Dolphin Sands Share Pathway complete final section of project CH1500 to CH2500.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	Project completed.
1.4.2.3 AP202021.106 Rheban Rd Resheeting / realignment for bridge.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	0	 GREEN	Project on hold while further survey and assessment of viable options is carried out.
1.4.2.4 AP202021.107 Old Coach Rd Resheet.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.2.5 AP202021.108 McNiels Rd Resheet 3.1km.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.2.6 AP202021.109 Wielangta Rd Resheet.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	0	 GREEN	
1.4.2.7 AP202021.110 Springs & Crossins Rd Resheet.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	0	 GREEN	










Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.2.8 AP202021.111 Rosedale Rd Resheet 4.4km.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.2.9 AP202021.112 Nugent Rd Resheet.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.2.10 AP202021.117 Rheban Road, Orford Rivulet Bridge Replacement.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	96	 GREEN	Reinstatement of flora to be done.
1.4.2.11 AP202021.118 Holkham Crt Replace Culverts.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Detailed design commenced.
1.4.2.12 AP202021.119 Rheban Rd Griffith River Bridge replacement.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	30	 GREEN	Preliminary investigations underway. Geotech and survey complete. Hydraulic modelling underway. Further survey required to enable assessment of alternatives to original concept.
1.4.3.1 AP202021.78 Triabunna Depot - Dog Pound Upgrades.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	22	 GREEN	Design plans being finalized & contractor engaged
1.4.3.1 AP202021.86 Bicheno Walk - Bridge replacements.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	Planning in progress.
1.4.3.2 AP202021.79 Swansea Depot - Dog Pound Upgrades	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	21	 GREEN	Design plans being finalized & contractor engaged
1.4.3.2 AP202021.93 Bicheno Triangle project.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Project planning commenced. Viewing platform trial carried out. Reviewing history of project for refinement of direction in design.
1.4.3.3 AP202021.80 Bicheno Depot - Dog Pound Upgrades.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Design plans being finalized & contractor engaged









Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.3.3 AP202021.94 Commence Coles Bay Foreshore walkway project.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Preliminary design commenced. Traffic Impact Assessment in development.
1.4.3.4 AP202021.81 RSL Cenotaph - new memorial and relocate plaques.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	59	 GREEN	Cenotaph has been ordered & built. Waiting for the road works to be completed to enable installation of the Cenotaph
1.4.3.4 AP202021.95 Swanwick Rd, Swanwick - Swanwick Dv to Hazards View Dr - Construct footpath approx. 400m. Southern side.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	92	 GREEN	Project almost complete. Drainage issues being resolved.
1.4.3.5 AP202021.82 Replace Fencing, paving & awning Swansea Child Care Centre.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	45	 GREEN	In progress
1.4.3.5 AP202021.96 Wellington St, Swansea - Noyes St to Victoria St - Construct concrete footpath approx. 220m. Southern side.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.3.6 AP202021.83 Bicheno Medical Centre - Refurb Treatment Room.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	15	 GREEN	Discussions for design & layout in progress
1.4.3.6 AP202021.97 Noyes St, Swansea - Franklin St to Wellington St - footpath upgrade - Eastern side.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.3.7 AP202021.84 Swansea Courthouse Drainage Works.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	63	 GREEN	Works in progress
1.4.3.7 AP202021.98 Elizabeth St, Orford - Charles St to Gore St - Concrete footpath approx. 220m Northern Side.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	Footpath constructed.
1.4.3.8 AP202021.87 Buckland Community Hall - replacement of steps to the entrance.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	20	 GREEN	Engineering design complete, currently waiting for building permit. Quotes to be obtained

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.3.8 AP202021.99 Charles St, Triabunna - Rec Ground entrance - Concrete footpath approx 400m. Western Side.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.3.9 AP202021.100 Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Project planning and detailed design commenced.
1.4.3.9 AP202021.88 Buckland Community Hall - ramp access.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	20	 GREEN	Engineering design complete, currently waiting for building permit. Quotes to be obtained
1.4.3.10 AP202021.101 Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Construct concrete footpath approx. 1200m. Eastern side.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Detailed design complete. Project to go to tender.
1.4.3.10 AP202021.89 Coles Bay Tennis Courts - Resurface/Reconstruct.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	80	 GREEN	Works in progress
1.4.3.11 AP202021.102 Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay.	Peter Porch - Director Works & Infrastructure	12-11-2020	30-06-2021	100	 GREEN	Pullout bay constructed.
1.4.3.11 AP202021.90 Swansea Community Hall - Toilet Refurbishment.	Adrian O'Leary - Manager Building & Marine Infrastructure	12-11-2020	30-06-2021	0		
1.4.3.12 AP202021.105 Commence Swansea Main Street Upgrade.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Design commenced.
1.4.3.12 AP202021.91 Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	90	 GREEN	Concrete and fence netting has been installed, waiting for the installation of Synthetic Grass
1.4.3.13 AP202021.113 Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St).	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.3.13 AP202021.92 Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	100	 GREEN	









Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.3.14 AP202021.114 Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), commence design, reconstruct, reseal & streetscape.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.3.15 AP202021.115 Complete Coles Bay Trailer Parking project.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	100	 GREEN	
1.4.3.16 AP202021.116 Swansea Boat Trailer Parking.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	44	 GREEN	Grant Deed Executed. Project Commenced.
1.4.5.1 AP202021.65 Website Forms reviewed.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 RED	Investigations commenced.











Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.5.1 AP202021.66 Commence upgrade to new cloud version of PropertyWise (CouncilWise) including implementation of Customer Request Management module.	Jennifer Roya - Senior Finance Officer	01-07-2020	30-06-2021	100	 GREEN	This has now been implemented. A complaints Register has been established based on the definition of a complaint on the customer service charter. "A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon. This includes a request for service if there has been no response to a first request for service." The established register captures the details of the complaint, what the customer hopes to achieve, as well as the actions taken by the Customer Services Officer. The complaint is then escalated to the appropriate manager/director. Complaints appear to have lessened dramatically as having more staff on board to speak with customers has improved things greatly. Property Wise cloud based version has begun being rolled out but only in Victoria at this stage. I have heard that possibly in September 2021 it may begin to be rolled out in Tasmania.
1.4.8.1 AP202021.85 Complete regular inspections of buildings & facilities.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	100	 GREEN	Ongoing
1.4.9.1 AP202021.27 Manage the Spring Bay Eldercare Units in Triabunna	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021			Ongoing









Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.4.9.1 AP202021.76 Investigate upgrade from Exponaire to new web based version. Add asset information to GIS.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Progressing tentatively.
1.4.9.2 AP202021.126 Commence development of Township plan for Coles Bay (incl Swanwick).	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	0	 RED	This item will be workshopped with Council to determine project scope and viability.
1.4.9.2 AP202021.77 Dial before you dig upgrade (DBYD) link to GIS system to protect Council's assets.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	52	 GREEN	Development of stormwater maps through site investigations continues - required to inform the DB4UDig maps.
1.4.9.3 AP202021.127 Local Provisions Schedule (LPS) - review and consider representations and submit to Tasmanian Planning Commission.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	70	 GREEN	Hearings have been held at the Tasmanian Planning Commission. Council has responded to the first of Directions from the hearing and are currently awaiting instruction regarding substantial changes.
1.4.9.3 Develop Unsealed Roads Policy / Procedure	Peter Porch - Director Works & Infrastructure	11-02-2021	30-06-2021	0	 RED	
1.5.1.1 AP20202.49 Review environmental by-law.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	5	 RED	The By-Law will be workshopped with Council in May 2021 to determine which improvements are sought.
1.5.1.1 AP202021.04 - Develop Risk Register	Bev Allen - Emergency Management & Risk Project Officer	29-10-2020	30-06-2021	60	 GREEN	Risk Register drafted ready for input, feedback and review by Management team
1.5.1.1 AP202021.122 Waste Management Policy reviewed.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	0	 RED	
1.5.1.1 AP202021.13 - Gifts & Benefits Policy Reviewed	Jazmine Murray - Executive Officer	30-10-2020	30-06-2021	50	 GREEN	Draft policy developed. To be workshopped.






Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.5.1.2 AP202021.05 - Develop Business Continuity Plan	Bev Allen - Emergency Management & Risk Project Officer	29-10-2020	30-06-2021	90	 GREEN	Draft prepared and submitted to GM and Management team for input 11.12.20  Plan updated and submitted to General Manager for final approval and sign off
1.5.1.2 AP202021.123 Tree Management Policy reviewed.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	1	 GREEN	Research commenced.
1.5.1.2 AP202021.14 - Payment of Councillor Allowances & Expenses Policy Reviewed	Jazmine Murray - Executive Officer	30-10-2020	30-06-2021	0	 RED	Not yet commenced.
1.5.1.2 AP202021.50 Review policy for stalls and kerbside vendors.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	5	 RED	Work has commenced on the review of the policy. Initial works have included discussions with Parks & Wildlife around licences etc on Crown Land. Estimated completion date August 2021.
1.5.1.3 AP202021.06 - IT Backups Monitored and Checked	Adrian O'Leary - Manager Building & Marine Infrastructure	29-10-2020	30-06-2021	50	 GREEN	Occurring daily.
1.5.1.3 AP202021.15 - Provision of Councillor Equipment Policy Reviewed	Jazmine Murray - Executive Officer	30-10-2020	30-06-2021	0	 RED	Not yet commenced.
1.5.1.3 AP202021.51 Review Dog Management Policy.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	26	 GREEN	Work has commenced on the review of the Dog Management Policy. A draft will be workshopped with Council before going out to Community Consultation mid 2021.
1.5.1.4 AP202021.08 - Distaster Recovery Quarterly Testing of IT Backups	Adrian O'Leary - Manager Building & Marine Infrastructure	29-10-2020	30-06-2021	50	 GREEN	Ongoing



Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.5.1.4 AP202021.16 - Records Management Policy Developed	Jennifer Roya - Senior Finance Officer	30-10-2020	30-06-2021	50	 GREEN	Draft developed. This was workshopped but not accepted as Council had too many questions. Not sure where to go from here. I believe the policy needs to encompass both employees and Councilors so maybe a more generic policy needs to be looked at. Awaiting direction on this.
1.5.1.4 AP202021.53 Community Small Grants Policy reviewed.	Director of Corporate & Community - Director of Corporate & Community	01-07-2020	30-06-2021	0	 RED	Not yet commenced.
1.5.1.5 AP202021.124 Marina & Wharf Precinct Policy reviewed.	Adrian O'Leary - Manager Building & Marine Infrastructure	01-07-2020	30-06-2021	61	 GREEN	Discussions to be done at next meeting
1.5.1.5 AP202021.17 - Personal & Private Information Policy Reviewed	Jazmine Murray - Executive Officer	30-10-2020	30-06-2021	50	 GREEN	Policy reviewed. To be workshopped.
1.5.1.5 AP202021.18 - Long Term Finance Plan Developed	Marissa Walters - Contract Accountant	30-10-2020	23-03-2021	100	 GREEN	Draft Plan developed and workshopped. To be further reviewed prior to resubmission to Council workshop.
1.5.1.6 AP202021.125 Review Parking in Lieu Policy.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	75	 GREEN	A draft Policy has been prepared and will be presented to Council in April 2021.
1.5.1.6 AP202021.19 - Code of Tenders & Contracts Reviewed	Marissa Walters - Contract Accountant	30-10-2020	30-06-2021	75	 GREEN	Code has been reviewed and draft workshopped with Councillors. Feedback has been sought from Tas Audit Office. Revised version to be workshopped with Councillors.
1.5.1.6 AP202021.48 Commence development of Community Recovery Plan	Bev Allen - Emergency Management & Risk Project Officer	01-07-2020	30-06-2021	75	 GREEN	Plan under development.  Plan developed and forwarded to SES for feedback.

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.5.1.7 AP202021.128 Weed management plan reviewed.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	5	 GREEN	Plan review has commenced. Contact has been made with DPIPW and further work will be undertaken over the coming months. Likely to roll-over in 2021/22.
1.5.1.7 AP202021.20 - Purchasing Policy Developed	Marissa Walters - Contract Accountant	30-10-2020	30-06-2021	75	 GREEN	Policy has been reviewed and draft workshopped with Councillors. Feedback has been sought from Tas Audit Office. Revised version to be workshopped with Councillors.
1.5.1.7 AP202021.54 Corporate branding/style guide developed.	Jazmine Murray - Executive Officer	11-11-2020	30-06-2021	30	 GREEN	Development in progress.
1.5.1.8 AP202021.129 No Spray Policy developed.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	0	 GREEN	
1.5.1.8 AP202021.22 - Investment Policy Reviewed	Marissa Walters - Contract Accountant	30-10-2020	30-06-2021	0	 RED	
1.5.1.8 AP202021.55 Communication strategy developed.	Jazmine Murray - Executive Officer	01-07-2020	30-06-2021	0	 RED	Not yet commenced.
1.5.1.9 AP202021.130 Illegal Vegetation Removal Policy developed.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	0	 GREEN	Yet to commence. Will likely be completed in 2021/22.
1.5.1.9 AP202021.23 - Debt Collection Policy Developed	Jennifer Roy - Senior Finance Officer	30-10-2020	30-06-2021	0	 RED	
1.5.1.9 AP202021.56 Communications plan developed.	Executive Officer - Executive Officer	01-07-2020	30-06-2021	0	 RED	
1.5.1.10 AP202021.131 Offsets Policy developed.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	10	 GREEN	Work has commenced on the development of this Policy. A draft will be presented to Council by June 2021.

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.5.1.10 AP202021.61 Pandemic Plan Review	Bev Allen - Emergency Management & Risk Project Officer	01-07-2020	30-06-2021	100	 GREEN	Plan developed. To be reviewed as required.
1.5.1.11 AP202021.62 Outbreak Plan Developed	Bev Allen - Emergency Management & Risk Project Officer	01-07-2020	30-06-2021	100	 GREEN	Outbreak plan developed.
1.5.1.12 AP202021.63 COVID Safe Plans Review and Update as needed.	Bev Allen - Emergency Management & Risk Project Officer	01-07-2020	30-06-2021		 GREEN	Plans developed. To be reviewed and updated as required.
1.5.1.13 AP202021.64 Employee code of conduct reviewed.	Greg Ingham - General Manager	01-07-2020	30-06-2021	60	 GREEN	Internal Integrity Commission Training for all staff in April 2021.
1.5.1.14 AP202021.120 Municipal Emergency Management Plan Review.	Bev Allen - Emergency Management & Risk Project Officer	01-07-2020	30-06-2021	100	 GREEN	Plan approved and signed off by State Controller 8th October 2020
1.5.1.15 AP202021.121 Dolphin Sands EMP review and update.	Bev Allen - Emergency Management & Risk Project Officer	01-07-2020	30-06-2021	100	 GREEN	Approved and complete
1.5.2.1 AP202021.132 Support for community environment/sustainability events (at least two given Covid restrictions) such as National Tree Day, Clean Up Australia Day, Garage Sale Trail etc.	Darren Smith - Works Manager	01-07-2020	30-06-2021	75	 GREEN	National Tree Day and Clean Up Australia Day were undertaken with approximately 150 volunteers across the two events.
1.5.2.2 AP202021.133 Support for environmental community group activities on Council managed and other public land.	Darren Smith - Works Manager	01-07-2020	30-06-2021	75	 GREEN	Multiple events across the municipality have been supported by the Works Department. Some of these include Orford Community Group, Bicheno Ocean & Earth Network, Bicheno Community Health Centre, Friends of Triabunna Reserves and Friends of Rocky Hills. The works conducted have been clean-up days and community planting days.

Initiative	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.5.2.3 AP202021.135 Continue to support the Natural Resource Management Committee.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	75	 GREEN	Support is provided to the Natural Resource Management Committee by way of administration and venues. The latest meeting was postponed due to extreme weather and is awaiting re-scheduling.
1.5.2.4 AP202021.136 A NRM/Environment Communication Plan.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	0		Due to a reduction in resources in this area, this item will be postponed.
1.5.3.1 AP202021.134 Continue to seek grant funding to support NRM outcomes across land tenure in partnership with key stakeholders.	Peter Porch - Director Works & Infrastructure	01-07-2020	30-06-2021	25	 GREEN	Staff are currently working on applying for a Grant through the Weed Action Fund for Gorse control along boundaries to Council managed land.
1.5.3.2 AP202021.137 Participation in Climate Change actions in collaboration with the Regional Climate Change Initiative (RCCI) of the Southern Tasmanian Councils Authority.	Alex Woodward - Director Planning & Development	01-07-2020	30-06-2021	25	 GREEN	Due to changes in staff, attendance at RCCI meetings has been reduced. This will resume now new staff have commenced.
1.5.3.3 AP202021.138 Deliver existing grant funds including Round 1 & 2 Community Combating Pests and Weed Impacts during Drought Program and the Tasmanian Government Weed Action Fund Drought Weed grant.	Darren Smith - Works Manager	01-07-2020	30-06-2021	60	 GREEN	Round One of the Community Combating Pests and Weed Impacts during Drought Program has been completed. Round two is approximately half complete with the remaining works to be completed by the due date of 30 December 2021. The Tasmanian Government Weed Action Fund Drought Weed grant is approximately 75% complete, having 7 of the 10 applications required for completion.



The entire contents of this document are subject to copyright with all rights reserved. All copyrightable text and graphics, the selection, arrangement and presentation of all information and the overall design of the document are the sole and exclusive property of CAMMS. Copyright © 2017 CAMMS. All rights reserved